I-Suite

Getting Started Guide

Version 12.01.00

Friday, April 25, 2012

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Getting Started

The Getting Started User Manual explains basic information for using the I-Suite application. Topics in this section include:

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- See "Common Features"
- See "Accessing Help"
- See "General Instructions"
- See "I-Suite Module Descriptions"
- See "Working with Grids"
- See "Options"
- See "Uninstalling I-Suite"

I-Suite System Requirements

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

- Microsoft Windows XP

  OR

- Windows 7
- Administrator Privileges

I-Suite Installation and Initial Setup

This section explains how to download and install the I-Suite application.

To download and install software on an agency personal computer, you must follow that agency's regulations and requirements. You may also need to have Administrator access privileges granted before starting this process. For more information, contact your agency's System Administrator. If the computer will be the server or if you are running in stand-alone mode, make sure you install the **Server** application.

Downloading I-Suite

Follow the steps in this section to download the **I-Suite** application from the **I-Suite Website**:

1. Open your Web browser and access the Internet.
2. In the **Address** box, type **isuite.nwcg.gov** to open the I-Suite Website.
3. Click the **Download** button that displays at the top of the Web page.
4. When the **Download** page displays, scroll down the page until you see the version you want to download.

The most recent version of the program displays at the top of the page.

5. Click the **Server** link to download the server version of the program. Click the **Client** link to download the client version of the program.
6. When the **Save** window displays, use the options on the window to identify where you want to download the program. Then click **OK** or **Save** (depending on your browser) to download the file to your computer.

Installing I-Suite

Follow the steps in this section to install either the I-Suite **Server** application or the **Client** application. The main difference between the Server and Client applications is that the database and database servers are not installed with the Client system.

Make sure you exit all software applications before starting the installation process.

1. Access the folder where you downloaded the I-Suite program. See "Downloading I-Suite"
2. Double click the **I-Suite** program file (either **Client** or **Server)** to begin the installation process.
3. When the first **InstallShield Wizard** window displays, click the **Next** button.
4. Follow the instructions that display on the **InstallShield Wizard** windows to install the I-Suite system.

The InstallShield creates and installs the I-Suite application to the correct folders. DO NOT select a different **Destination Folder**.

5. When the installation process is complete, click the **Finish** button to restart your computer. You can then delete the downloaded installation file.

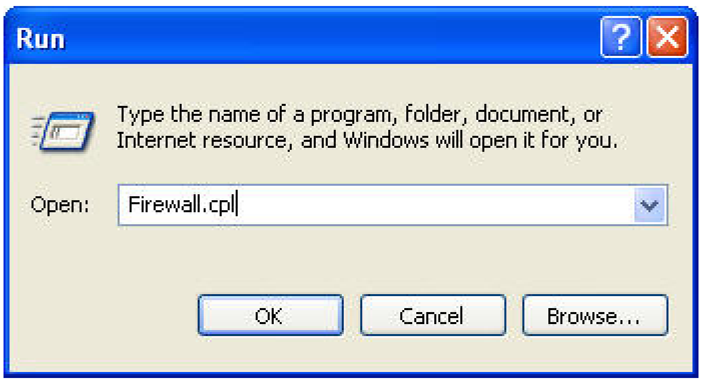
If you were installing the I-Suite Client, refer to the See "First Time Logging into I-Suite -Client" instructions. If you were installing the I-Suite Server, refer to the See "First Time Logging into I-Suite -Server" Instructions.

Enabling Server Connectivity for Windows XP

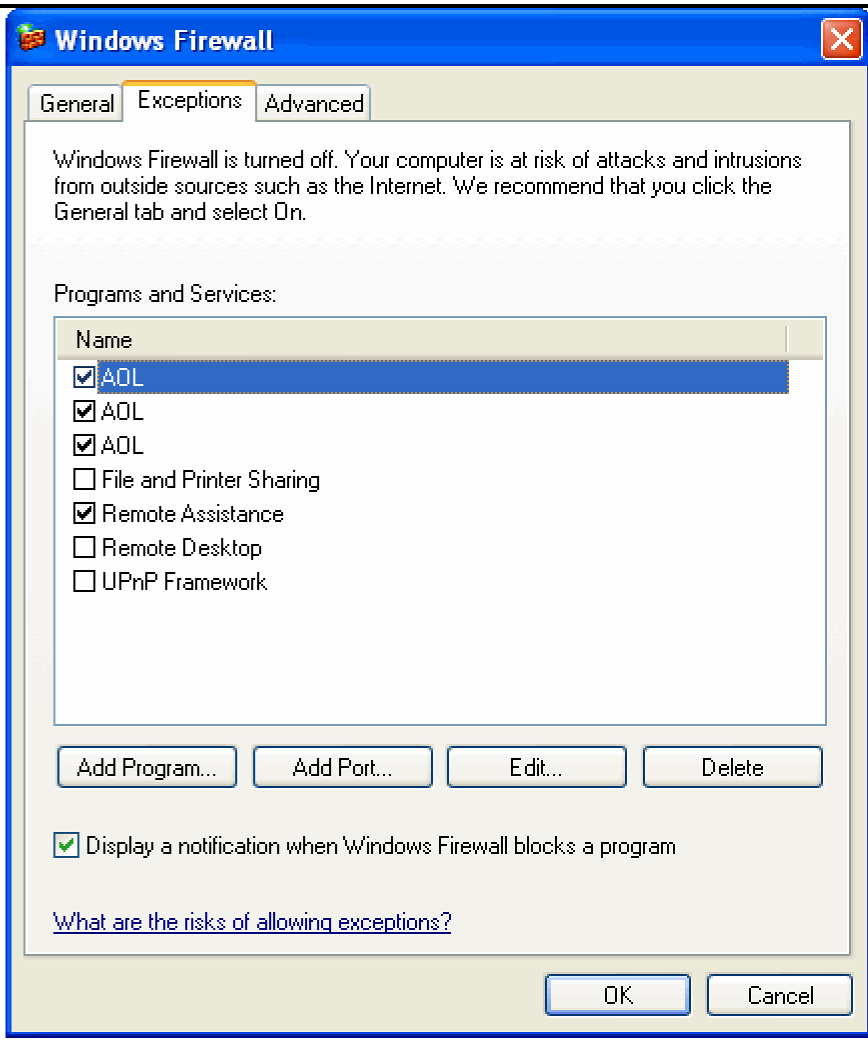
Follow the steps in this section to enable SQL server connectivity for Windows XP Service Pack 2:

To complete these procedures, you must be logged into Windows as an administrator. If you are running other instances of **SQL Server**, you will need to create an exception for the instance. If you decide at a later time that you do not want the instance included in the **Exception's** list, uncheck the checkbox next to the instance.

1. Click the Windows **Start** menu. Then click the **Run** option to open the **Run** window.

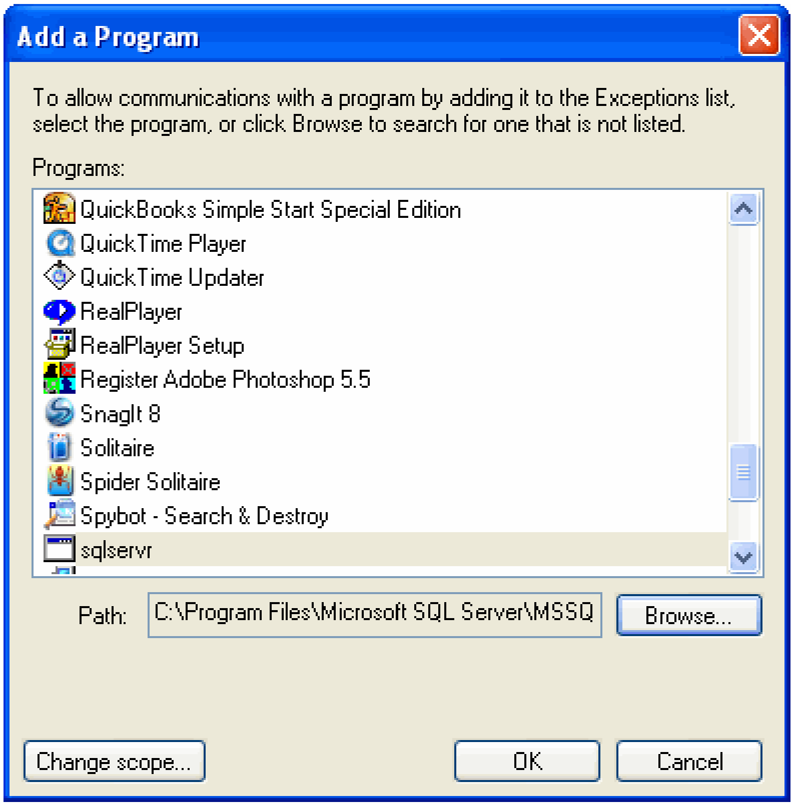


2. In the **Open** box, enter **Firewall.cpl**, and then click the **OK** button. The **Windows Firewall** window displays.



3. Click the **Exceptions** tab to select it.

4. Click the **Add Program** button to open the **Add Program** window.



5. Click the **Browse** button to open a Browse window. Use this window to locate the instance of **SQL Server** that you want to add to the **Exceptions** list. It should be located in **C:\Program Files\Microsoft SQL Server\MSSQL$ISUITE2\Bin**.
6. Click the name of the instance (**sqlserver**) and then click the **Open** button.
7. When the **Add a Program** window redisplays, make sure the name of the instance is highlighted, then click the **OK** button.
8. When the **Windows Firewall** window redisplays, make sure the instance displays under **Programs and Services**.
9. Click the checkbox next to the name of the instance to check it. Then click the **OK** button.

Enabling Programs for Client Version

Follow the steps in this section to use **Windows Firewall** to enable programs for the client version by adding them to the **Exceptions** list.

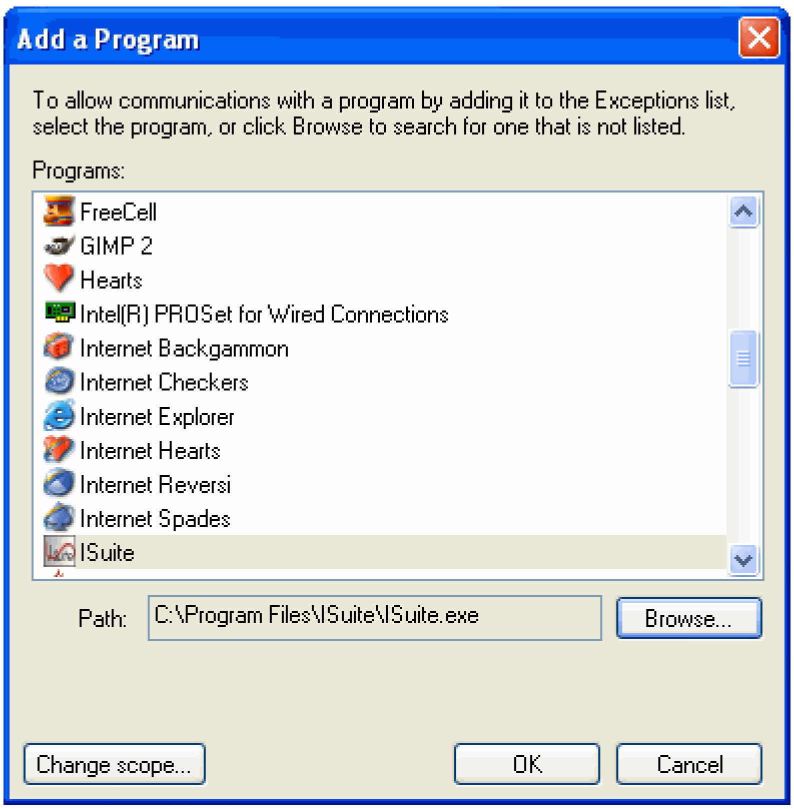
Adding a program to the **Exception's** list, has the following advantages:

- You do not have to know a specific port number.

- The port in the **Exception's** list that the program uses will only open when the program is waiting to receive a connection.

If you later decide that you do not want the program included in the Exceptions list, uncheck the checkbox next to the program.

1. Click the Windows **Start** menu. Then click the **Run** option to open the **Run** window.
2. In the **Open** box, enter **Firewall.cpl**, and then click the **OK** button. The **Windows Firewall** window displays.
3. Click the **Exceptions** tab to select it.
4. Click the **Add Program** button to open the **Add Program** window.



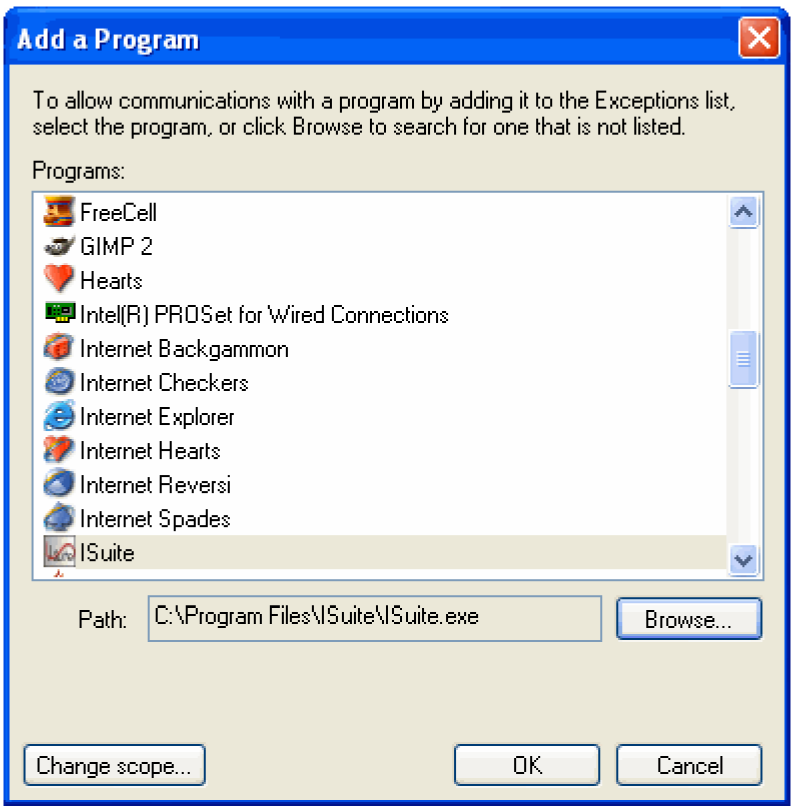
5. Click the name of the program (**Isuite.exe**) and then click the **Open** button.
6. When the **Add a Program** window redisplays, make sure the name of the program is highlighted, then click the **OK** button.
7. When the **Windows Firewall** window redisplays, make sure the program displays under **Programs and Services**.
8. Click the checkbox next to the name of the program to check it. Then click the **OK** button.

Create an Exception for SQL Server 2005 in Windows Firewall

In order for the SQL 2005 to communicate with the client machines, you must create an exception to the Windows Firewall.

These instructions apply to Microsoft SQL Server 2005 Developer Edition and Microsoft Server 2005 Express Edition.

1. Click the Windows **Start** menu. Then click the **Run** option to open the **Run** window.
2. In the **Open** box, enter **Firewall.cpl**, and then click the **OK** button. The **Windows Firewall** window displays.
3. Click the **Exceptions** tab to select it.
4. Click the **Add Program** button to open the **Add Program** window.



5. Click the **Browse** button next to the **Path** field.
6. Navigate to the **C:\Program Files\Microsoft SQL Server\MSSQL.1\Binn** folder.
7. Click the **sqlservr.exe** program and the **Open** button.

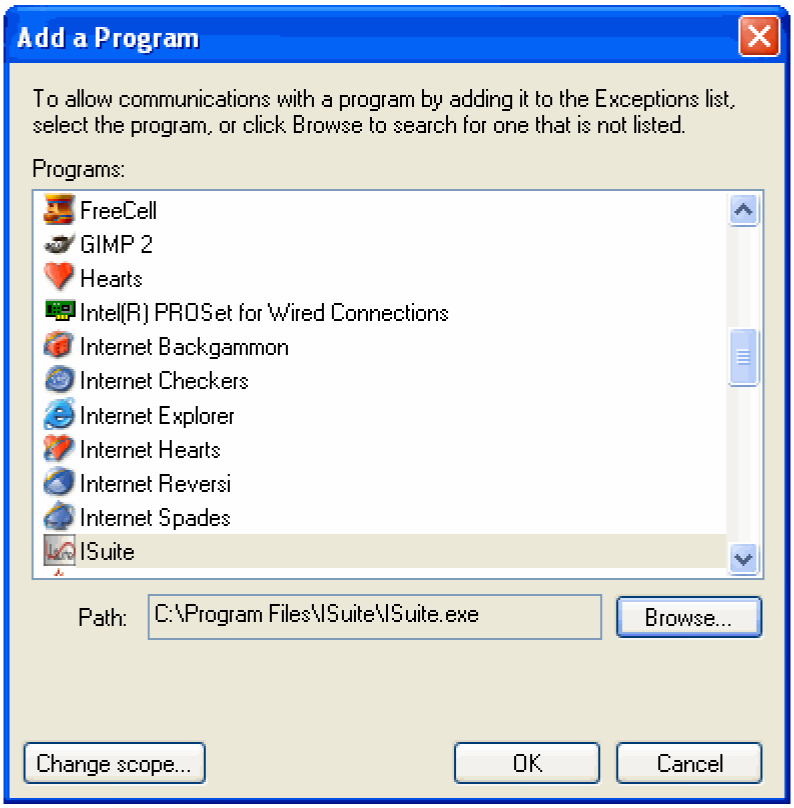
The folder in which the sqlservr.exe program is located may be different from the path listed in step 6. MSSQL.1 is a placeholder for the instance ID that you obtained in step 6. If you cannot find this program located in that directory, you may need to perform a search for the sqlservr.exe file.

8. Click the **OK** button on the **Add Program** window.
9. Repeat steps 4 - 8 for each instance of SQL SErver 2005 that needs an exception.

Create an Exception for SQL Server Browser Service

To create an exception for the SQL Server Browser service in Windows Firewall, follow these steps:

1. Click the Windows **Start** menu. Then click the **Run** option to open the **Run** window.
2. In the **Open** box, enter **Firewall.cpl**, and then click the **OK** button. The **Windows Firewall** window displays.
3. Click the **Exceptions** tab to select it.
4. Click the **Add Program** button to open the **Add Program** window.



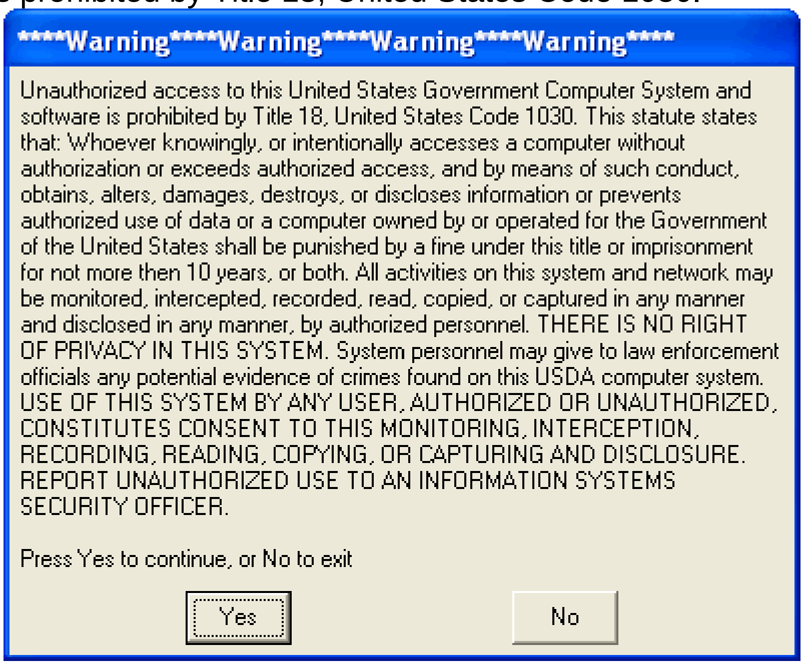
5. Click the **Browse** button next to the **Path** field.
6. Navigate to the **C:\Program Files\Microsoft SQL Server\90\Shared** folder.
7. Click the **sqlbrowser.exe** program and the **Open** button.
8. Click the **OK** button on the Add Program window.

The folder in which the sqlbrowser.exe program is located may be different from the path listed in step 6, depending on where SQL Server 2005 is installed. If you cannot find this program located in that directory, you may need to perform a search for the sqlbrowser.exe file.

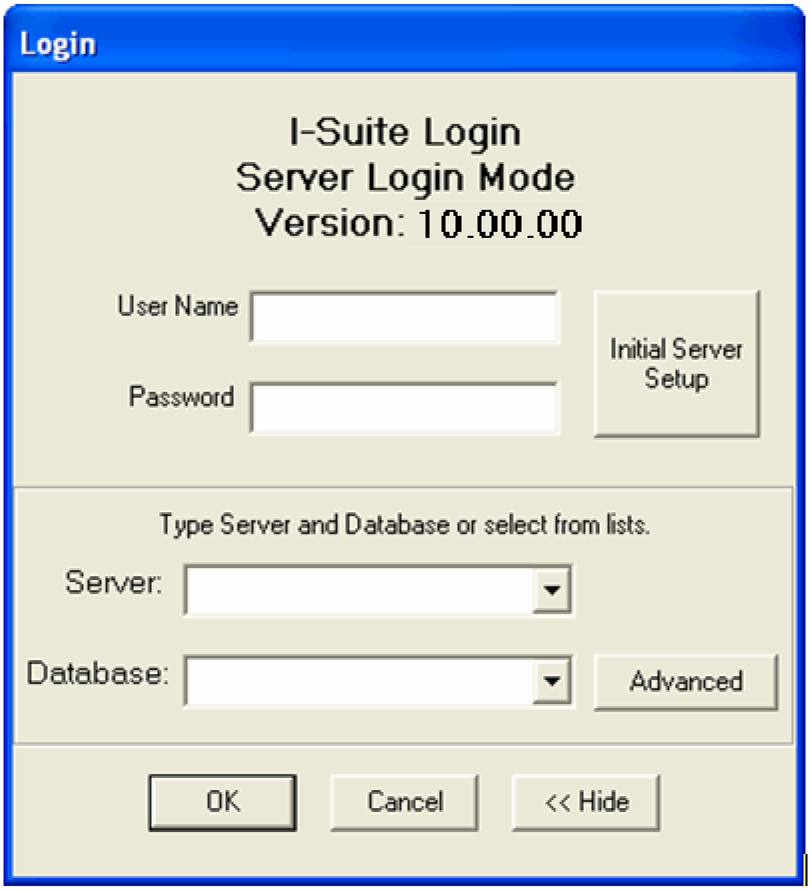
First Time Logging into I-Suite -Server

Follow the steps in this section if you are logging into the I-Suite server for the first time:

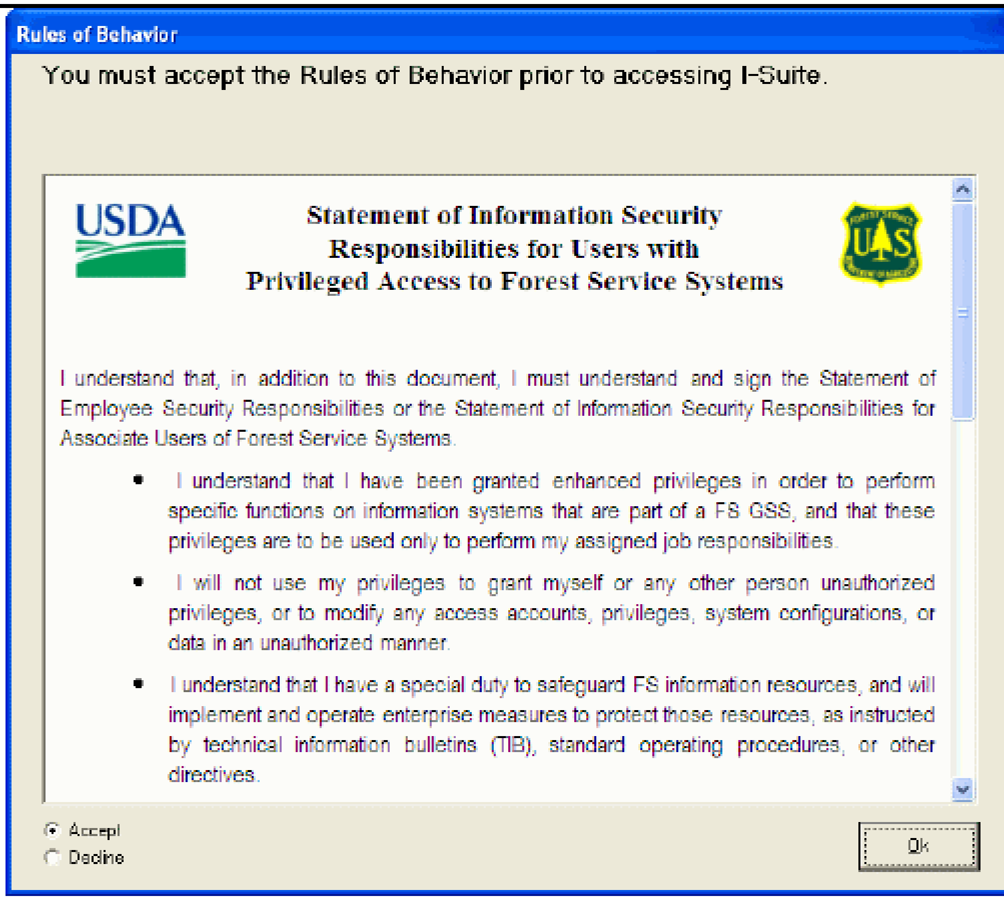
1. Launch the I-Suite application. A Security Message displays indicating that "Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030."



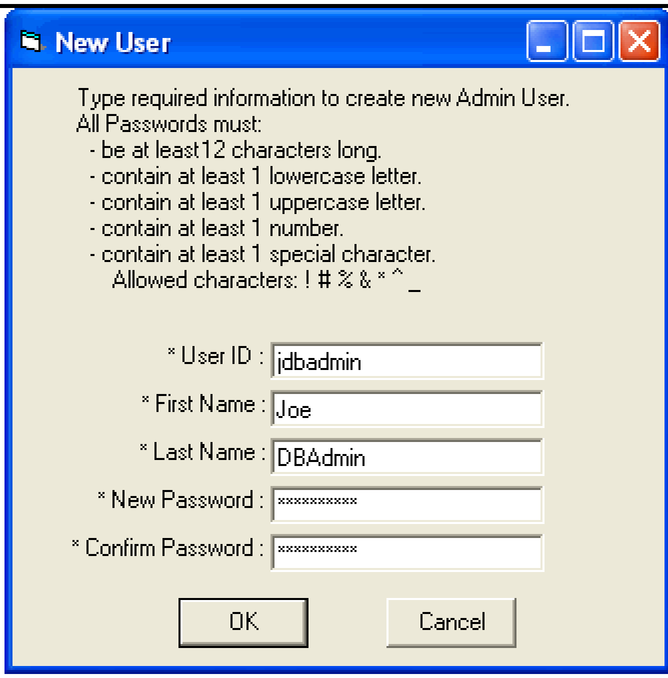
2. If you want to continue, click the **Yes** button. A **Login** window displays:



3. Leave the **User Name** and **Password** boxes blank.
4. Click the **Initial Server Setup** button. A Rules of Behavior window displays for a Privileged User Account.



5. After you have read the rules of behavior, click the **Accept** option and the **OK** button to continue. A **New User** window displays:



NOTE: After you use the **Initial Setup** button to create a user account, the button will no longer display on the **Login** window. If you cannot access the I-Suite application after the Initial Setup, either contact a user with Database Admin rights (usually the CTSP) or call the Help Desk.

6. Enter the **User ID** you want to use to log into the I-Suite system.
7. Enter your **First Name** and **Last Name**.
8. Enter a **New Password** to use to log into the I-Suite system. Use the following rules to create your password:

- The password must contain at least 12 characters.
- The password must contain at least 1 lower case letter.
- The password must contain at least 1 upper case letter.
- The password must contain at least 1 number.
- The password must contain at least 1 of the following special characters: ! # % & ^ _
- The Password cannot be a dictionary word.
- The Password cannot be one of the 24 previous passwords defined for the account.

9. In the **Confirm Password** box, enter your password a second time to make sure you entered it correctly.
10. Click the **OK** button to log into the I-Suite application.
11. After I-Suite opens, close the application. Then log into the system using your new user name and password.

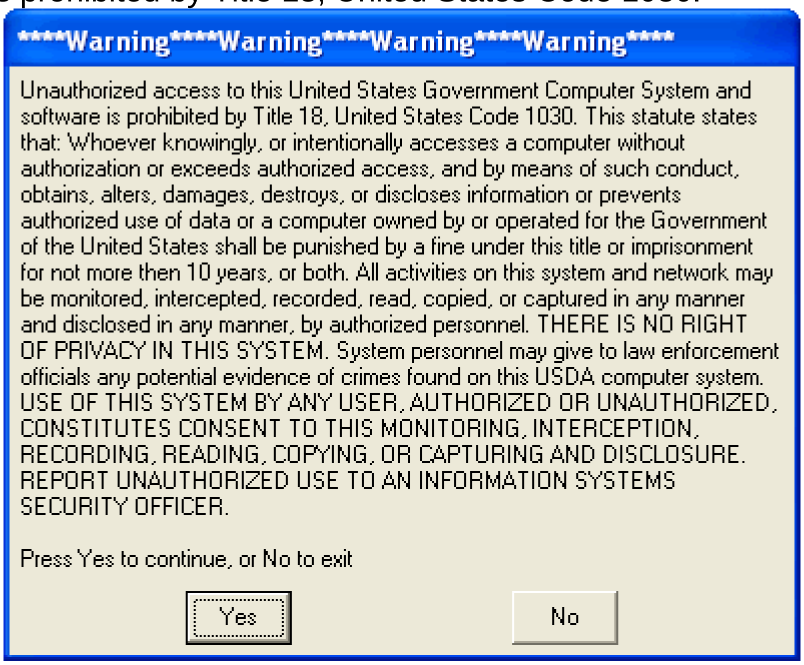
Before you can perform any functions within I-Suite, you must attach a database (See Attaching an Incident Database in the *Database Admin User* Guide).

First Time Logging into I-Suite - Client

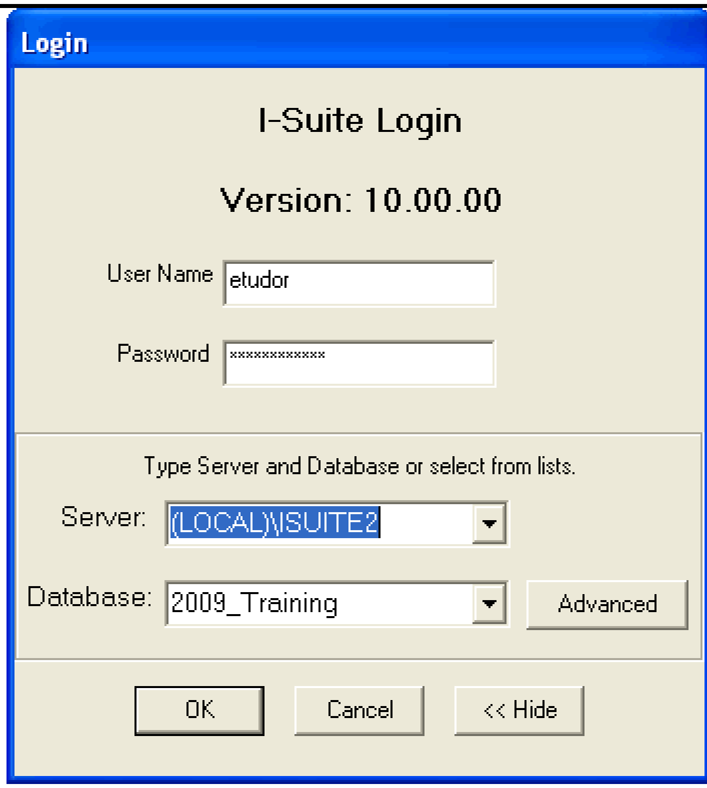
Follow the steps in this section if you are logging into the I-Suite client for the first time:

Only one login per user for each database is allowed. If you attempt to log into a database more than once with the same user name, an error message displays indicating that you are already logged into the database under that user name.

1. Launch the I-Suite application. A Security Message displays indicating that "Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030."



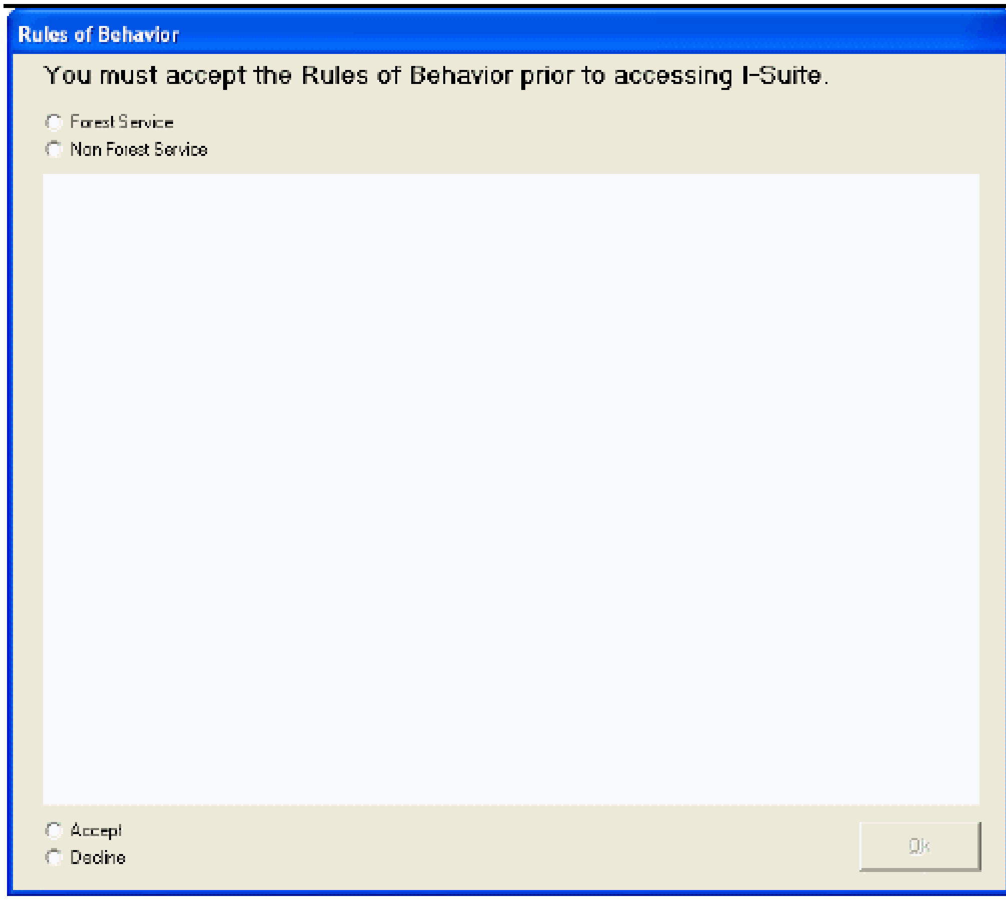
2. If you want to continue, click the **Yes** button. A **Login** window displays:



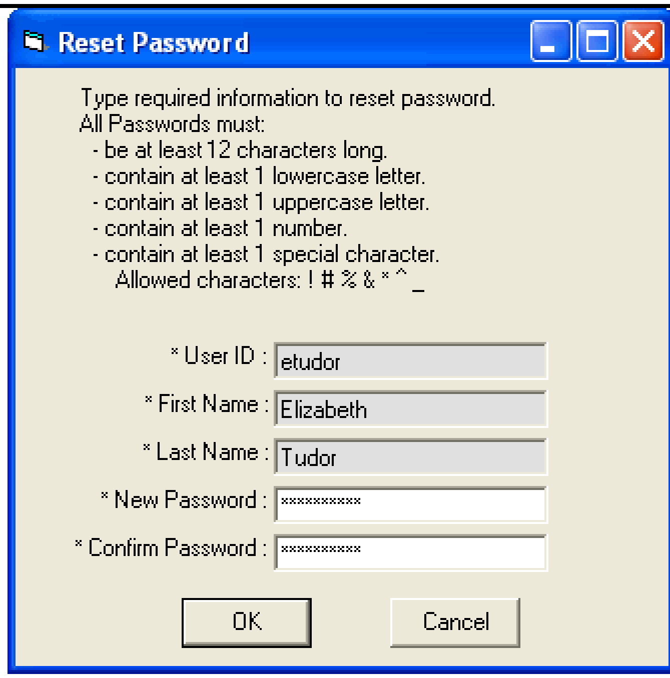
2. Enter your I-Suite **User Name**.
3. Enter your I-Suite **Password**.
4. In the **Server** box, you can either select the appropriate server from the drop-down list or type the name of the server.

If you type the name of the server in the **Server** box, you will also have to type the name of the database in the **Database** box. The system will not display any names in the **Database** drop-down list.

5. In the **Database** box, either select the name of the appropriate database from the drop-down list or type the name of the database.
6. Click the **OK** button to log into the I-Suite application.
7. When the **Rules of Behavior** window opens, indicate whether you are a **Forest Service** employee or a **Non Forest Service** employee.



8. After you have read the Forest Service or Non Forest Service Rules of Behavior, click the **Accept** option and the **OK** button to continue logging into the system.
9. When the **Reset Password** window opens, enter a **New Password** and a **Confirm Password** to change the password to your User Account. Click the **OK** button to continue logging into the system.



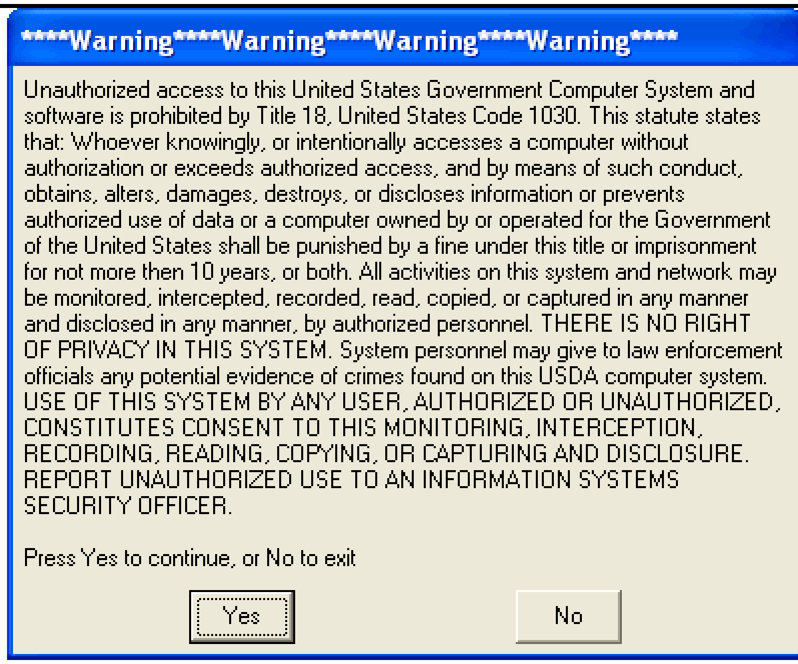
Logging in & Logging Out

Follow the instructions in this section to log into and out of the I-Suite system.

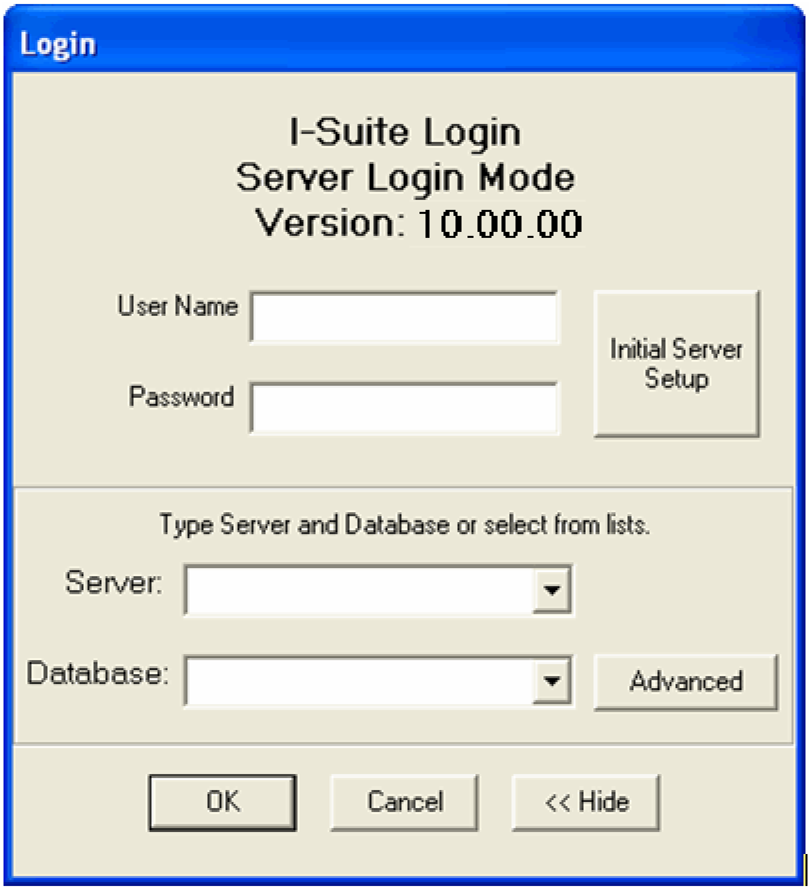
First Time Logging into I-Suite -Server

Follow the steps in this section if you are logging into the I-Suite server for the first time:

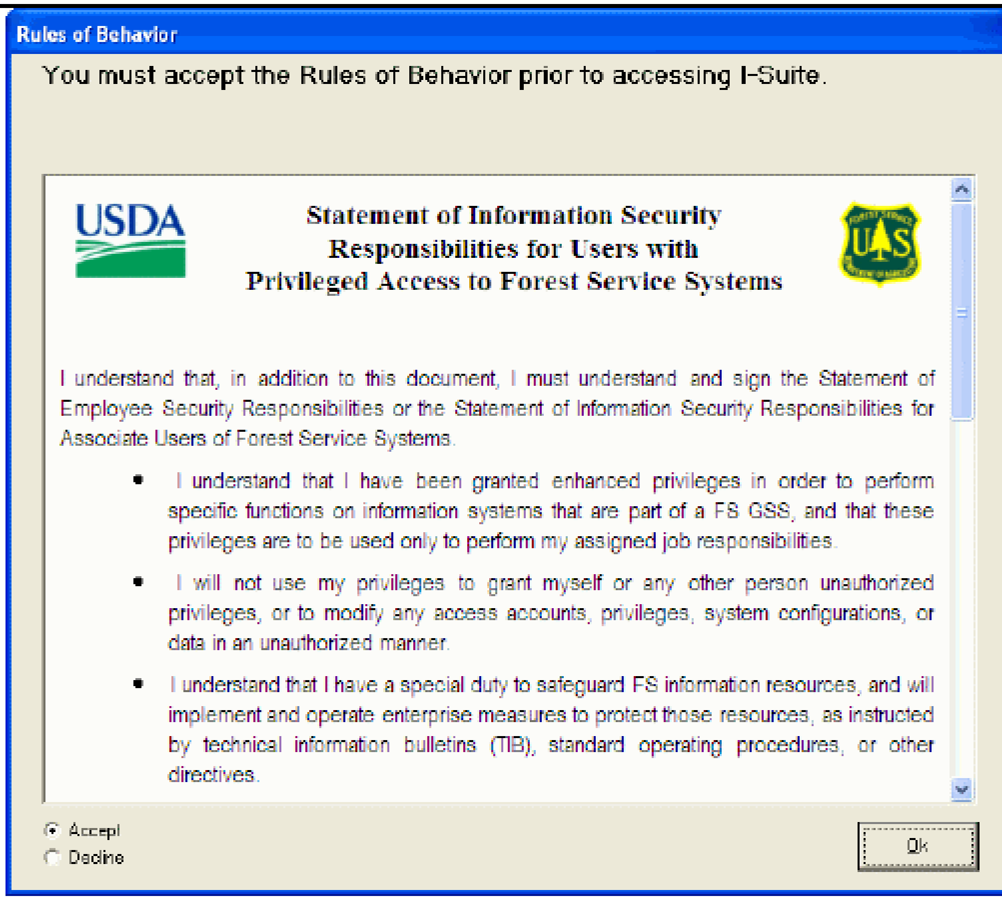
1. Launch the I-Suite application. A Security Message displays indicating that "Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030."



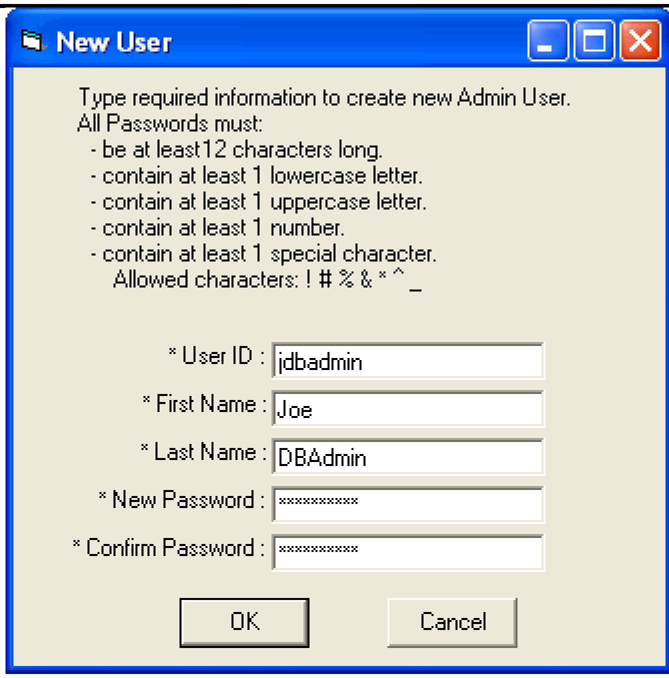
2. Click the **Yes** button to acknowledge the warning and continue with the Login process. A **Login** window displays:



3. Leave the **User Name** and **Password** boxes blank.
4. Click the **Initial Server Setup** button. A Rules of Behavior window displays for a Privileged User Account.



5. After you have read the rules of behavior, click the **Accept** option and the **OK** button to continue. A **New User** window displays:



NOTE: After you use the **Initial Server Setup** button to create a user account, the button will no longer display on the **Login** window. If you cannot access the I-Suite application after the Initial Setup, either contact a user with Database Admin rights (usually the CTSP) or call the Help Desk.

6. Enter the **User ID** you want to use to log into the I-Suite system.
7. Enter your **First Name** and **Last Name**.
8. Enter a **New Password** to use to log into the I-Suite system. Use the following rules to create your password:

- The password must contain at least 12 characters.
- The password must contain at least 1 lower case letter.
- The password must contain at least 1 upper case letter.
- The password must contain at least 1 number.
- The password must contain at least 1 of the following special characters: ! # % & ^ _
- The Password cannot be a dictionary word.
- The Password cannot be one of the 24 previous passwords defined for the account.

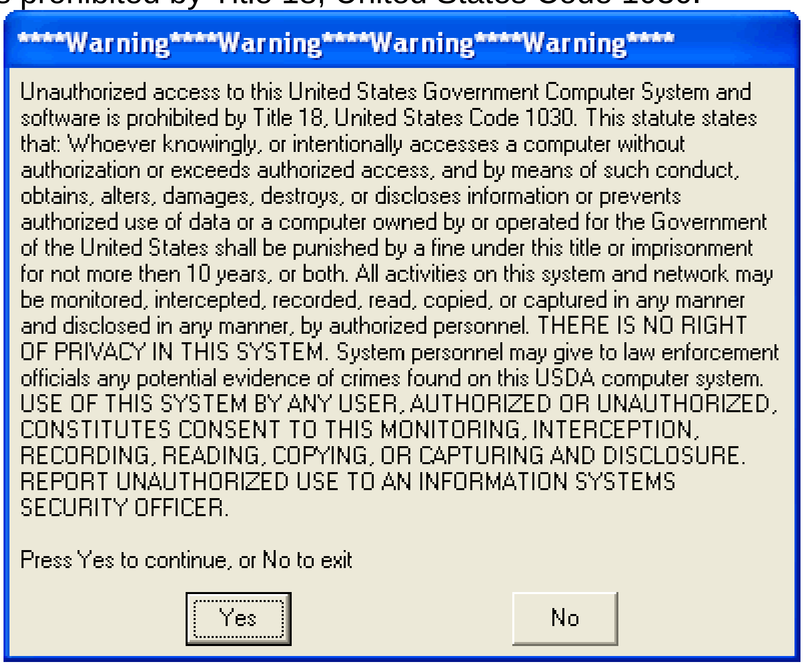
8. In the **Confirm Password** box, enter your password a second time to make sure you entered it correctly.
9. Click the **OK** button to log into the I-Suite application.
10. After I-Suite opens, close the application. Then log into the system using your new user name and password.

Before you can perform any functions within I-Suite, you must attach a database (See Attaching an Incident Database in the *Database Admin User Guide*).

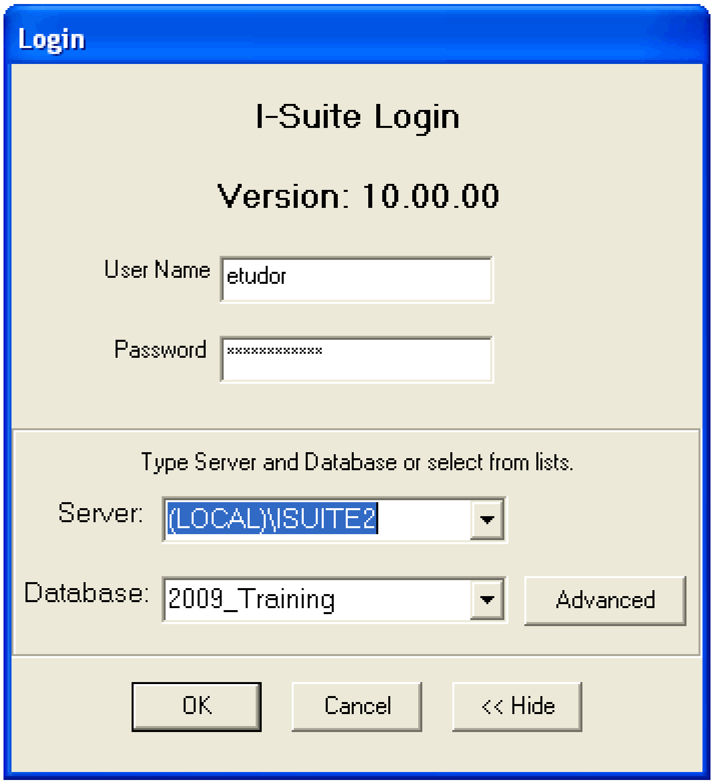
Logging into I-Suite as New User

If you are a new user in the I-Suite system, follow the steps in this section to log into the I-Suite system:

1. Launch the I-Suite application. A Security Message displays indicating that "Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030."



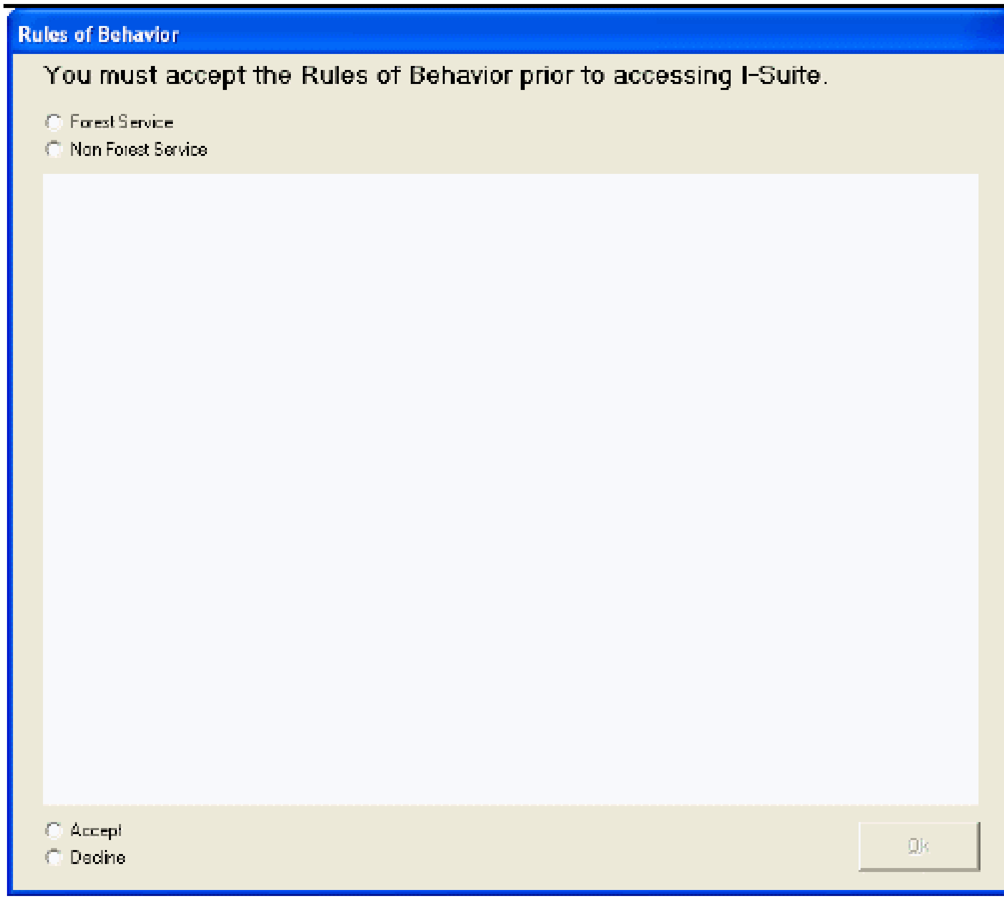
2. If you want to continue, click the **Yes** button. The **Login** window displays:



3. If needed, click the **More>>** button to display additional fields.
4. Enter your **User Name**.
5. Enter your temporary **Password**.

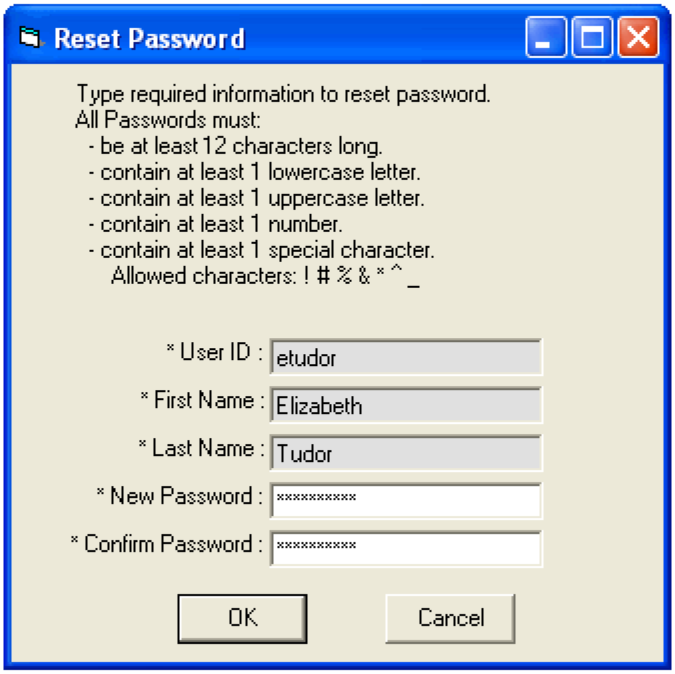
If you enter an incorrect password three consecutive times, the user account will be locked. If this occurs, contact your system administrator.

5. From the **Server** drop-down list, select the **(LOCAL)\ISUITE2Server**.
6. Click the **OK** button to log into the I-Suite application.
7. When the **Rules of Behavior** window opens, indicate whether you are a **Forest Service** employee or a **Non Forest Service** employee.



8. After you have read the Forest Service or Non Forest Service Rules of Behavior, click the **Accept** option and the **OK** button to continue logging into the system.

9. Click the **OK** button to display the **Reset Password** window:



10. In the **New Password** box, enter your new password. Use the following rules to create your password:

- The password must contain at least 12 characters.
- The password must contain at least 1 lower case letter.
- The password must contain at least 1 upper case letter.
- The password must contain at least 1 number.
- The password must contain at least 1 of the following special characters: ! # % & ^ _
- The password cannot be the same as the temporary password.
- The Password cannot be a dictionary word.
- The Password cannot be one of the 24 previous passwords defined for the account.

8. In the **Confirm Password** box, type your password a second time to make sure you entered it correctly.
9. Click the **OK** button to log into the I-Suite application.

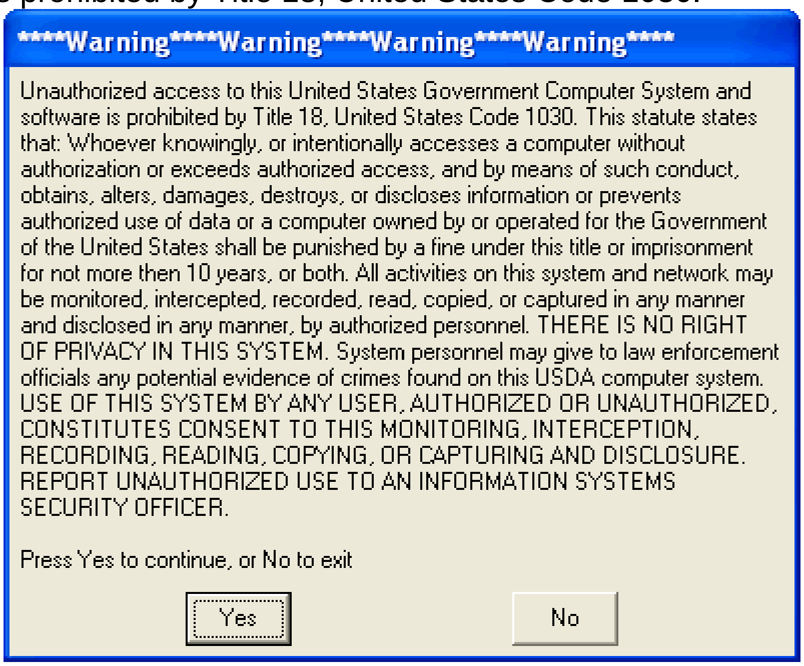
Logging into I-Suite

Follow the steps in this section to log into the I-Suite application after your login and password are defined:

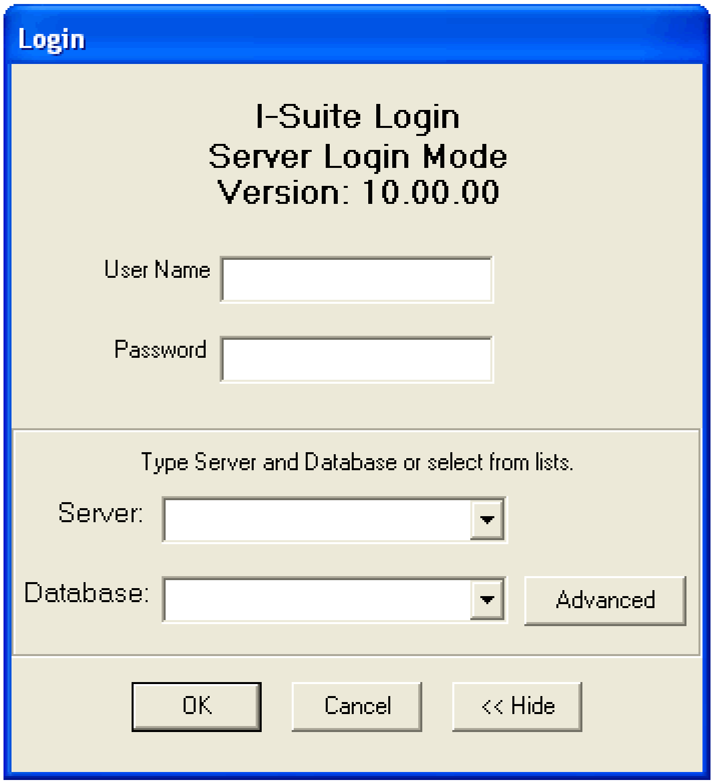
Only one login per user for each database is allowed. If you attempt to log into a database more than once with the same user name, an error message displays,indicating that you are already logged into the database under that user name.

If you attempt to login to a user account with an invalid **Password** five consecutive times, the user account will be disabled. If this occurs, you will need to contact your system administrator and ask them to enable the user account.

1. Launch the I-Suite application. A Security Message displays indicating that "Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030."



2. The **Login** window displays:



3. Enter your I-Suite **User Name**.
4. Enter your I-Suite **Password**.

If you enter an incorrect password three consecutive times, the user account will be locked. If this occurs, contact your system administrator.

5. Click the **OK** button to log into the I-Suite application

Passwords expire every **60** days. If the password for your user account will expire in three or less days, a message displays indicating that the password is about to expire. To change your password at that time, click the **Change Password** button. If you do not want to change your password at that time, click the **Cancel** button.

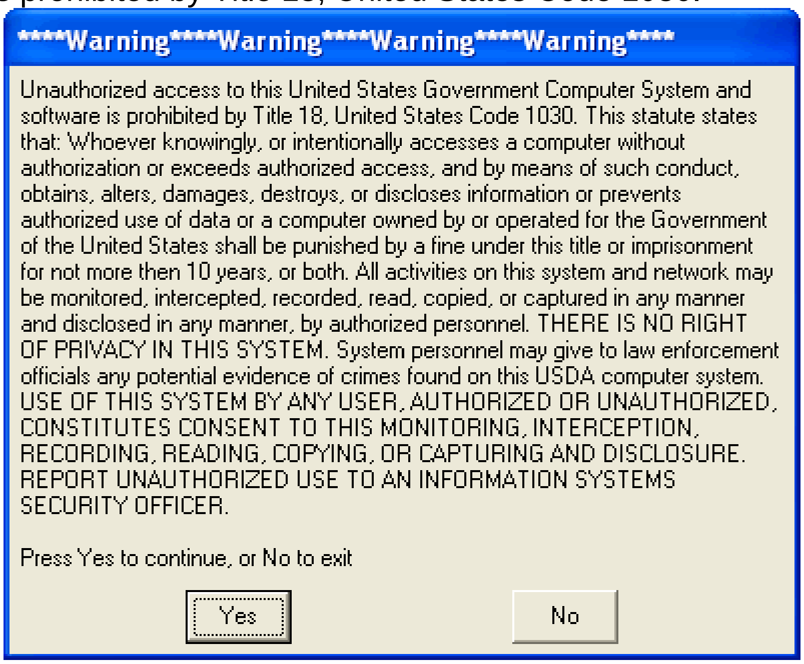
If the password for your user account has expired, a message displays indicating that your password has expired. When you click the **OK** button, the **Reset Password** window opens. You must define a new password before you can access the I-Suite system.

Logging into I-Suite After Your Password is Reset

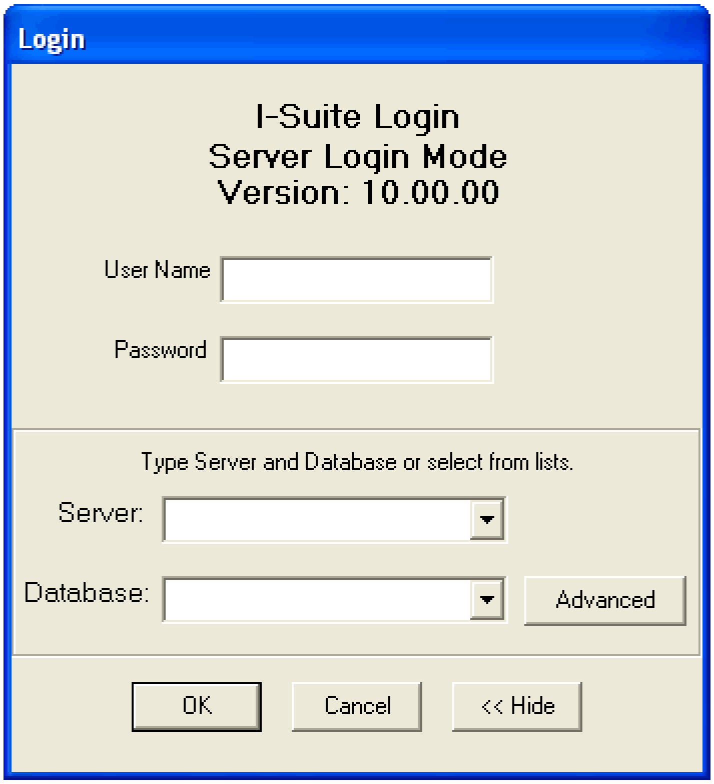
Follow the steps in this section to log into I-Suite after your password is reset:

Occasionally, the DB Admin may need to reset your password. When this occurs, the DB Admin will give you a temporary password to use the next time you log into I-Suite. You will then need to create a new password to complete the log in process.

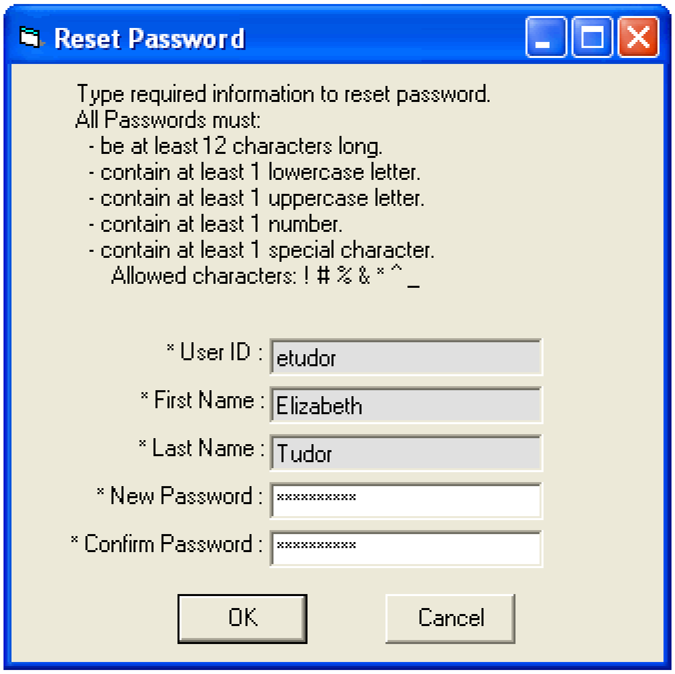
1. Launch the I-Suite application. A Security Message displays indicating that "Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030."



2. Launch the I-Suite application. The **Login** window displays.



3. Enter your **User Name** and temporary **Password**. Then click the **OK** button. The **Reset Password** window displays.



4. In the **New Password** box, enter your new password. Use the following rules to create your password:

- The password must contain at least 12 characters.
- The password must contain at least 1 lower case letter.
- The password must contain at least 1 upper case letter.
- The password must contain at least 1 number.
- The password must contain at least 1 of the following special characters: ! # % & ^ _
- The password cannot be the same as the temporary password.
- The Password cannot be a dictionary word.
- The Password cannot be one of the 24 previous passwords defined for the account.

4. In the **Confirm Password** box, enter the password a second time to make sure it was entered correctly.
5. Click the **OK** button to reset your password.

Logging Out of I-Suite

From the **File** menu, select the **Exit** option.

Common Features

This section describes some of the features that are common to all areas of the I-Suite system:
Injury/Illness

Menus

The following drop-down menus display at the top of the I-Suite windows:

File Menu
The following options are available in the **File** menu in all modules:

- **Open Database** - Opens an incident database in I-Suite.
- **Print** - Prints the grid in the open module or a report selected on the Reports window.

The **Print** option is not available in the Database Admin module.

- **Refresh Data** - Refreshes the data on your window.
- **Exit** - Closes the I-Suite application.

The following options are available in the **File** menu when the **IAP** module is open:

- **New Form** - Creates a new form.
- **Close Form** - Closes an open form.
- **Save** - Saves a form.
- **Save All** - Saves all open forms.
- **Export** - Exports a form to a PDF file.
- **Export Plan** - Exports an entire plan to a PDF file.
- **Print Preview** - Previews the form.
- **Print Preview Plan** - Previews an entire plan.
- **Print Current Form** - Prints the current form that is open.
- **Print Plan** - Prints an entire plan.

Modules Menu
The following options are available in the **Modules** menu:

- **Database Admin** - Opens the Database Admin Module.
- **Data Admin** - Opens the Data Admin Module.
- **Resources** - Opens the Resources Module.
- **Cost** - Opens the Cost Module.
- **Supply** - Opens the Supply Module.
- **IAP** - Opens the Incident Action Plan Module.
- **Demob** - Opens the Demob Module.

- **Time** - Opens the Time Module.
- **Injury/Illness** - Opens the Injury/Illness Module.

Filters Menu
Select an option from the **Filters** drop-down menu to filter the **Resources** grid by:

- Aircraft
- Crews
- Equipment
- Overhead
- All
- All Personnel

The **Filters** menu displays in all modules except IAP.

Reports Menu
Select an option from the **Reports** menu to print the following types of reports:

- Cost Reports
- Demob Reports
- Plans Reports
- Supply Reports
- Time Reports
- Custom Reports
- Injury/Illness Reports

Tools Menu
The following options are available in the **Tools** menu in all modules:

- **Options** - Define the settings for the different modules in I-Suite.

The settings you can change in **Options** depends on the permissions that are assigned to you in the I-Suite system.

- **Quick Stats** - Quickly view Stats in the I-Suite system.
- **Change Password** - Change your I-Suite password.

The following options are available in the **Tools** menu when the **IAP** module is open:

- **Copy Form** - Copies an existing form to create a new one.
- **Copy Plan** - Copies an existing plan to create a new one.
- **Spell Check** - Spell checks a form.
- **Form 203 Template** - Defines the template for the ICS 203 form.

- **Form 204 Template** - Defines the template for the ICS 204 form.
- **Final** - Finalizes a form.
- **Master Frequency** - Creates a Master Frequency List.

Help Menu

The following options are available in the **Help** menu:

- **I-Suite Help** - Opens Help information for the I-Suite application.
- **About** - Displays version information for I-Suite.
- **Support** - Displays contact information for the HelpDesk.

Time Menu

The **Time** menu only displays when you are in the **Time** module. The following options are available in this menu:

- **Admin Office For Payment** - Adds administrative office information to I-Suite.
- **Contractor** - Adds contractors and agreements to I-Suite.

Cost Menu

The **Cost** menu only displays when you are in the **Cost** module. The following options are available in this menu:

- **Acres Burned** - Defines acres burned information.
- **Cost Analysis Benchmark Setup** - Sets up the data to use in the Cost Analysis Report you can print on the Cost Report window.
- **Divisions** - Defines a division for Cost Apportionment purposes.
- **Graphs** - Creates standard or custom Cost Graphs.
- **Accruals** - Creates an Accrual Extract.
- **Projections** - Creates Cost Projections.
- **Rates** - Defines Rate Areas and Rates.

Edit Menu

The **Edit** menu only displays when you are in the IAP Module. The following options are available in this menu:

- **Copy** - Copies a form.
- **Cut** - Cuts text that is highlighted in a form.
- **Paste** - Pastes text that was cut or copied into a form.
- **Delete Form** - Deletes a form.
- **Format** - Changes the font style.

View Menu

The **View** menu only displays when you are in the IAP module. The following options are available in this menu:

- **Form** - Displays all forms in the Tree View.
- **Individual Form** - Displays only specific forms in the Tree View.
- **Plan** - Displays plans in the Tree View.

Shifts Menu

The **Shifts** menu only displays when you are in the IAP module. The following options are available in this menu:

- **Define Shifts** - Adds shifts to IAP.

Window Menu

The **Window** menu only displays when you are in the IAP module. This menu contains a list of the forms that are currently open. Select a listed form, to make that the active form in the window. Select the **Close All Forms** option to close all forms that are open.

Supply Menu

The **Supply** menu only displays when you are in the Supply Module. The following options are available in this menu:

- **Release (Permanent)** - Permanently releases supply items to another location, such as a cache or another incident.
- **Add/Edit Location** - Adds or edits a location.
- **Add/Edit Supply Items** - Adds or edits a Supply item.
- **Transfer (At Incident)** - Transfers a Supply item from one resource to another
- **Import Shipment** --Import Supply shipment.
- **Inventory** - Allows the user to manually change inventory counts.

Toolbars

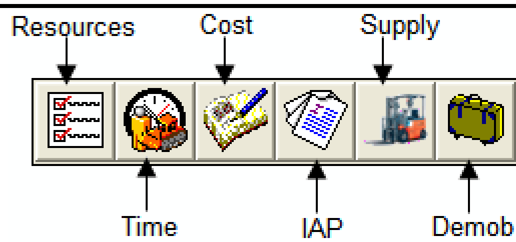
The following toolbars display at the top of the I-Suite windows:

Main Toolbar

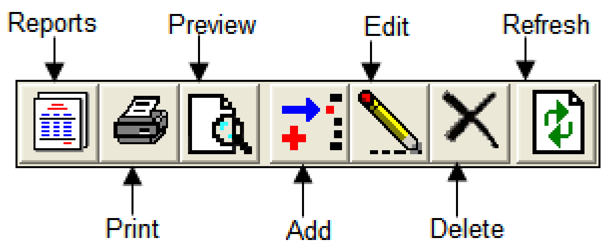
The Main toolbar contains two separate types of buttons:

Module Buttons

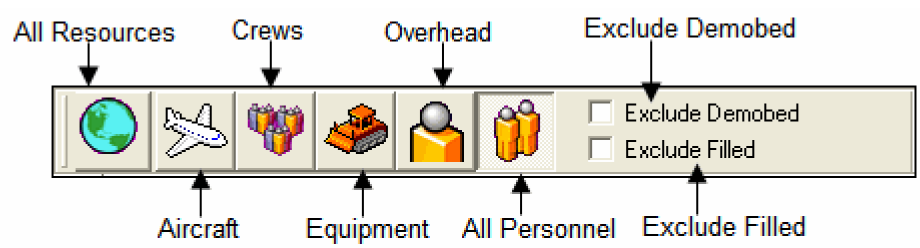
The Module buttons open modules in the I-Suite system. These buttons are located on the left side of the Main toolbar. The following example identifies the buttons and the modules that they open:



Action Buttons
The Action buttons perform an action in one of the I-Suite modules. These buttons are located on the right side of the Main toolbar. The following example identifies the buttons and the action that occurs:

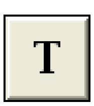


Filter Toolbar
The **Filter** toolbar displays beneath the **Main** toolbar. Click the buttons in this toolbar to filter the information in the **Resources** grid. The following example identifies the buttons in this toolbar and the resources that display in the grid when you click the buttons:



When the **Demob** module is open, a **Demobed Only** checkbox displays beneath the **Exclude Filled** checkbox. This option only displays in the **Demob** module.

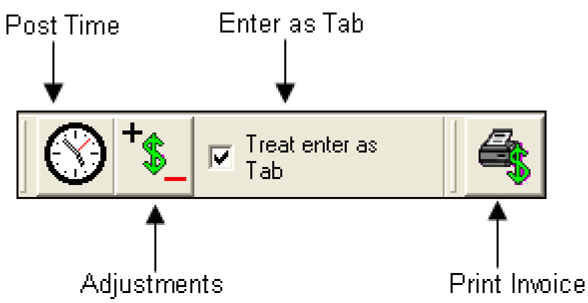
Resources Toolbar
The **Print T-Card Labels** button displays to the right of the **Filter** toolbar when you are in the **Resources** module. Click this button to print T-Card Labels. The following is an example of this button:



The **Group Check-In** and **No Grouping** buttons display to the right of the **Print T-Card Labels** button when you are in the Resources module. Click the **C** button to open the Manage Resources window and select the users to check-in as a group. Click the **N** button to turn off the grouping option.

Time Toolbar

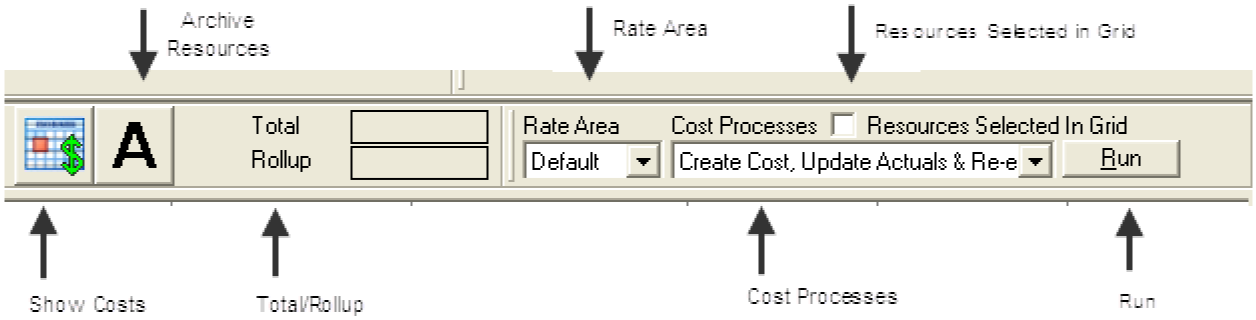
The **Time** toolbar displays to the right of the **Filter** toolbar when you are in the **Time** module. The following example identifies the buttons in this toolbar:



- **Post Time** - Post time for a resource.
- **Adjustments** - Make adjustments to the time for items such as Quarters and Lodging, Meals, Travel, etc.
- **Treat enter as Tab** - If you would like the **Enter** key to work as the **Tab** key when moving between options, click to check the **Treat enter as Tab** checkbox.
- **Print Invoice** - Print either an OF 288 or an OF 286, depending on the resource you have selected.

Cost Toolbar

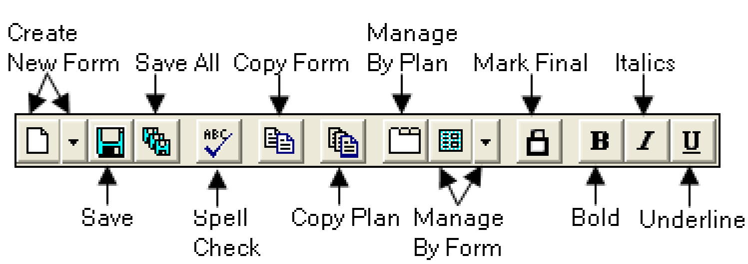
The **Cost** toolbar displays to the right of the **Filter** toolbar when you are in the **Cost** module. The following example identifies the buttons and options in this toolbar:



- **Show Costs** - Click this button to display the **Manage Cost** grid at the bottom of the window. This grid contains a list of **Daily Costs** for a selected resource.
- **Archive Resources** - Click this button to archive resources, so they are not included when Cost Processes are run.
- **Total** - When this option is checked, the total cost displays for the selected resource, as well as any rollup costs.
- **Flow Down** - When this option is checked, the flow-down feature for the **Manage Cost** grid occurs. Flow-down allows you to change the **Quantity**, **Unit Cost**, **Units**, **Rate Type** or **Division** in the **Manage Cost** grid. When that information changes, the system changes (flows-down) the information in all of the Daily records below it that are not locked.
- **Rate Area** - To use a rate area other than the Default Standard rate area, select the appropriate rate area from this drop-down list.
- **Cost Processes** - Select a process from this drop-down list and click the **Run** button to run that process.
- **Resources Selected in Grid** - When this checkbox is checked, you can run Cost Processes for one or more resources selected in the grid.
- **Run** - Click this button after you have selected a **Cost Process** to run that process.

IAP Toolbar

The **IAP** toolbar displays beneath the **Main** toolbar when you are in the **Incident Action Plan** module. The following example identifies the buttons in this toolbar:



- **Create New Form** - Displays a list from which you can select the form you want to create.
- **Save** - Saves the form.
- **Save All** - Saves all open forms.
- **Spell Check** - Checks the form for spelling errors.
- **Copy Form** - Displays a list of forms you can copy.
- **Copy Plan** - Displays a list of plans you can copy.
- **Manage By Plan** - Displays all forms grouped by an Incident Action Plan.
- **Manage By Form** - Displays all forms grouped by form number. You can also use this button to only display a certain type of form.
- **Mark Final/Mark Draft** - When the form is marked **Draft**, this button changes it to **Final**. When the form is **Final**, this button changes it back to **Draft**.
- **Bold** - Bolds text selected in a form.
- **Italic** - Italicizes text selected in a form.
- **Underline** - Underlines text selected in a form.

Supply Toolbar

The **Supply** toolbar displays to the right of the **Filter** toolbar when you are in the **Supply** module. The following example identifies the buttons in this toolbar:

- **Issue** - Issue supply items.
- **Issue Returns** - Return supplies issued to a resource or location.
- **Receive** - Receive supply items.
- **Import Shipment** -- Import supply shipment
- **View History** - View a history of supply items that were issued.
- **Add/Edit Location** - Add or edit locations that are either internal or external to the incident.
- **Add Supply Item** - Add items to the Supply list.
- **Incident Card -- Links supply card to a resource**
- **Issue Report** -- Report of currently assigned supplies

Demob Toolbar

The **Demob** toolbar displays to the right of the **Filter** toolbar when you are in the **Demob** module. The following example identifies the buttons in this toolbar.

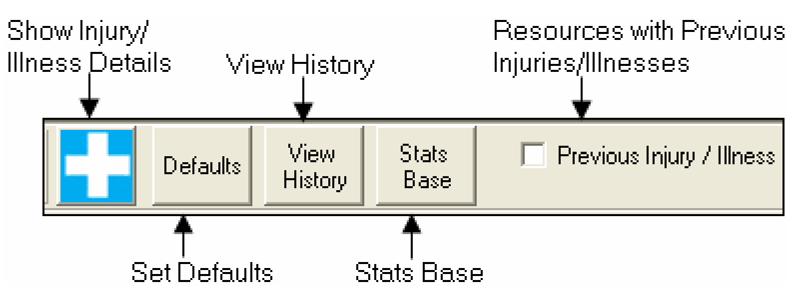
- **P** Button - Click a group of resources in the grid. Then click the **P** button to change the status of the selected group to **Pending**. .
- **D** Button - Click a group of resources in the grid. Then click the **D** button to change the status of the selected group to **Demobed**.

When you click either the **P** or **D** button, the **Save** button changes to **Save & Next**. You must click this button to save the changed status to the resource. When you click the **Save & Next** button, the changes are saved and the next selected record displays.

- **N** Button - If you have used the **P** or **D** button to change the status of a group of resources, you can change the status back by clicking the **N** button. You must click the **N** button before saving any changes to the resources. If you saved the status change to a resource, it will not be changed back to the original status code.
- **Demob Report** Buttons - Prints the following reports when you click the respective buttons:
  - Tentative Poster
  - Available for Release
  - Air Travel Request
  - Check Out
  - Actual Demob
  - Ground Support
- **Resources Selected in Grid** - When this checkbox is checked and you click a Report Button, the report is generated for the resource selected in the grid.

Injury/Illness Toolbar

The **Injury/Illness** toolbar displays to the right of the **Filter** toolbar when you are in the **Injury/Illness** module. The following example identifies the buttons in this toolbar.



- **Show Injury/Illness Details** - Display the Manage Injury/Illness area.
- **Defaults** - Set defaults for the Injury/Illness module.
- **View History** - View a history of injuries and illnesses.
- **Stats Base** - Define statistics to use in the Injuries and Frequency report.
- **Previous Injury/Illness** - Only display resources with previous injury or illness records in the grid.

Chapter 6

Accessing Help

This section explains how to access I-Suite help information. There are several methods you can use to receive Help for the I Suite Application:

I-Suite Application Help

Help is available within the I-Suite application. To access the I-Suite Application Help:

1. Select the **Help** drop-down menu at the top of any I-Suite window.
2. When the sub-menu displays, select the **I-Suite Help** option.

For additional help, contact the **I-Suite Help Desk** at **(866) 224-7677**.

Contact information for the I-Suite HelpDesk is available by selecting the Support option listed under the Help Menu in I-Suite.

I-Suite Website

The I-Suite Website (**http://isuite.nwcg.gov**) contains a wide variety of I-Suite documentation, downloads and updates, including:

- **Software Downloads** - Click the **Download** link to access software downloads.
- **Updates** - Click the **Download** link to access software updates.
- **User Guides** - Click the **User Support** link to access User Guides. These guides display in a PDF format.
- **Quick Reference Cards** - Click the **User Support** link to access Quick Reference Cards in a PDF format.
- **Training Material** - Click the **Training** link to access Training Material. The Training Manuals display in a PDF format.

When viewing a PDF file in Adobe Acrobat, you can use the **File/Save As** option to save the file to your computer.

To access other online help on the **isuite.nwcg.gov** web site, click the **Bugs & Tips** option to open the Bugs & Tips Web page.

Chapter 7

General Instructions

This section contains general instructions for using the I-Suite system.

Security

Make sure private information is kept confidential. Private information includes Social Security Numbers (SSNs) and IRS Federal Employer Tax ID Numbers (EINs),

For more information about clearing out SSNs and EINs, see **Purging Social Security Numbers** in the *Database Admin User's Guide*. For information about changing your password, see **Changing an I-Suite Password** in the *Database Admin User's Guide*.

Opening an I-Suite Module

1. Click the **Modules** menu at the top of the window.
2. Click a module listed in the **Modules** menu to open it.

You can also click a module button in the toolbar at the top of the I-Suite window to open the module.

Managing All Incidents as One

If you want to manage all of the incidents as if they were one, follow these steps:

1. At the top of the I-Suite window, click to check the **Manage All Incidents As One** checkbox.
2. When the **Manage All Incidents as One** message window displays, click the **OK** button.

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

Managing Incidents Separately

If you want to manage all incidents separately, follow these steps:

1. At the top of the I-Suite window, click to uncheck the **Manage All Incidents As One** checkbox, if it was 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.

I-Suite Module Descriptions

This section describes the primary purposes of each of the I-Suite modules:

The modules you can access in I-Suite depend on the permissions assigned to the you in the I-Suite system.

Database Admin

You can perform the following functions in the Database Admin module:

- Create an Incident Database
- Attach an Incident Database
- Detach an Incident Database
- Backup an Incident database
- Restore an Incident Database
- Copy an Incident Database
- Rename an Incident Database
- Define I-Suite Users and Roles
- Import ROSS Data into I-Suite.
- Create a Data Repository File
- Export Financial Data
- Export Injury/Illness Data
- Purge SSN/EINs from the Database
- Merge Incident Databases

Data Admin

You can perform the following functions in the Data Admin module:

- Define Incidents
- Define Accounting Codes

- Define Lookup Tables

Resources

The primary purpose of the Resources module is to provide a standardized method to check-in resources when they arrive at an incident. This makes record keeping and status assessment easier.

You can perform the following functions in the Resources module:

- Add and Edit Resource Data
- Roster Crews and Equipment
- Create Strike Teams and Task Forces
- Generate Various Incident Reports (including the 209 Report, Section Report, Qualifications Report, and Daily Incident Report)

Demob

The primary purpose of the Demob module is to assist in pre-planing and demobilization of resources. You can perform the following functions in the Demob module:

- Demob Planning
- Define Tentative Release Information.
- Define Actual Release Information.
- Generate Demob Reports.

Incident Action Plan (IAP)

IAP uses the data in the I-Suite database to produce the Incident Action Plan for the incident. You can perform the following functions in the IAP module:

- Create a Master Frequency List
- Define Shifts
- Create Incident Action Plans Using ICS202, ICS203, ICS204, ICS205, ICS206 and ICS220 forms

Time

The primary purpose of the Time module is to track time and create pay documents, including the Emergency FireFighter Time Report (OF-288) and the Emergency

Equipment Use Invoice (OF-286). You can perform the following functions in the **Time** module:

- Post Personnel Time
- Post Crew Time
- Post Contracted Resource Time
- Post Adjustments
- Print Invoices
- Print Time Reports

Cost

The primary purpose of the Cost module is to track costs for individual resources. The system creates an estimated cost record for every resource for every day. The Cost user can then analyze, manipulate, and create outputs of this information in a variety of report formats.

You can perform the following functions in the Cost module:

- Update Daily Cost Records
- View Daily Cost Records
- Define Cost Rates
- Define Acres Burned
- Define Cost Apportionment Information
- Create Cost Projections
- Create Cost Graphs
- Create Accrual Extracts
- Generate Cost Reports

Custom Reports

The primary purpose of Custom Reports is to use I-Suite data to create reports that are not available in the Standard Reports. You can perform the following functions in the Custom Reports module:

- Create custom reports with the Report Designer
- Create custom reports with the Advanced Report Designer
- Preview, Print, Export, Import, Edit, Delete and Copy custom reports

Supply

The primary purpose of the Supply module is to track supply items at an incident. You can perform the following functions in the Supply module:

- Issue Supply Items
- Return Issued Supply Items
- Receive Supply Items
- Track Supply Inventory
- View History of Issued Supplies
- Print Supply Reports

Injury/Illness

The primary purpose of the Injury/Illness module is to track injuries and illnesses that occur on an incident. You can perform the following functions in the Injury/Illness module:

- Add injury and illness information for resources
- Edit injury and illness information for resources
- Delete injury and illness information for resources
- View injury and illness histories
- Define statistics to use in the Injuries and Frequency report
- Print injury/illness reports
-

Working with Grids

Resource information in I-Suite displays in grids. There are several different ways you can filter information in the grids. This section identifies all of the methods you can use.

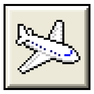
Filter Buttons

Click the following buttons in the **Filter** toolbar to only display the identified types of resources:

All Resources
Click this button to display all of the resources in the grid.

Aircraft

Click this button to display only aircraft resources in the grid.



Crew

Click this button to only display crew resources in the grid.

Equipment

Click this button to only display equipment resources in the grid.

Overhead

Click this button to only display overhead resources in the grid.

All Personnel

Click this button to display all personnel resources in the grid.

The **Add** and **Edit** buttons are disabled when the **All Personnel** filter is selected.

The **All Personnel** filter is not available in the Cost module.

Exclude Demobed

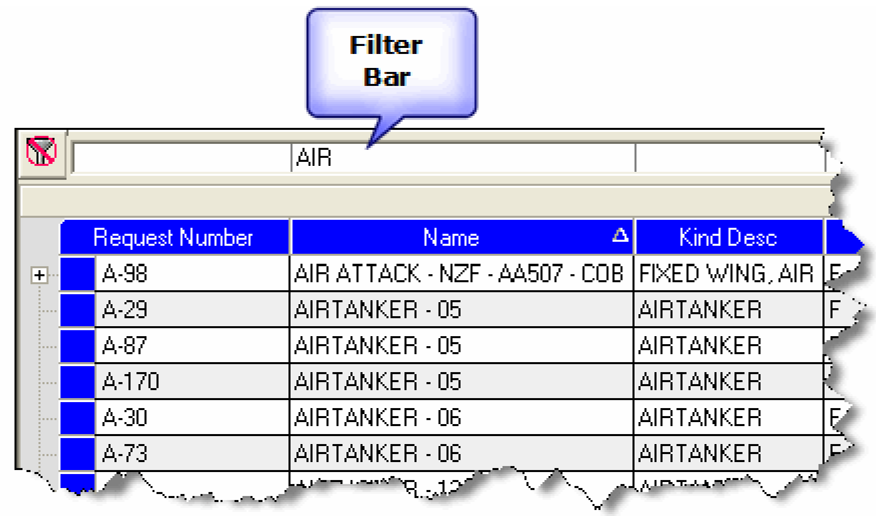
To remove resources that were already demobilized from the grid, click to check the **Exclude Demobed** checkbox.

Exclude Filled

To remove resources with a Filled status from the grid, click to check the **Exclude Filled** checkbox.

Filter Bar

A **Filter Bar** is located directly above the grid. Each of the empty boxes in the filter bar corresponds to headings in the grid. If you type a term in a filter box, I-Suite only displays those resources that match the filter term. For example, if you enter **AIR** above the **NAME** column in the grid, only those resources with names that begin with **AIR** display in the grid.



You do not have to enter an entire search term. When you enter the first few characters of a term for any column, all entries that begin with those characters display in the grid.

% Wildcards

You can use the **%** wildcard to filter the grid based on a word within the column you are filtering. For example, enter **%Tanker** in the **Name** filter box to display all resources with the word Tanker in their name.

If you entered the search term **Tanker** without the % wildcard, I-Suite would only display those names that began with the word Tanker.

Clear Filter Bar

To clear the **Filter Bar,** click the **Clear Filter Bar** button located to the left of the Filter Bar.

Sorting the Grid

To sort data in a grid, click a column heading. The grid is sorted based on the column that you select. When you click the heading once, the data is sorted in **Ascending** order. When you click it a second time, it is sorted in **Descending** order.

To use multiple columns to sort the data in the grid, hold down the **Shift** key and click each column heading you want to include in the sort.

Printing the Grid

After you have filtered and sorted the grid, you can print the grid by clicking the **Print** button in the **Main** toolbar or selecting the **Print** option from the **File** menu.

Options

This section explains how to set options for I-Suite. The following information is included in this section:

See "Selecting General Options"
See "Selecting Resource Options"
See "Defining Resource Label Parameters"
See "Selecting Time Options"
See "Selecting IAP Options"
See "Selecting Cost Options"
See "Selecting Demob Options"
See "Selecting Demob Checkout Options"
See "Selecting Travel Questions for Demob"
See "Selecting Supply Options"
See "Selecting Injury/Illness Options"

Only those modules for which you have user rights are available on the Options window.

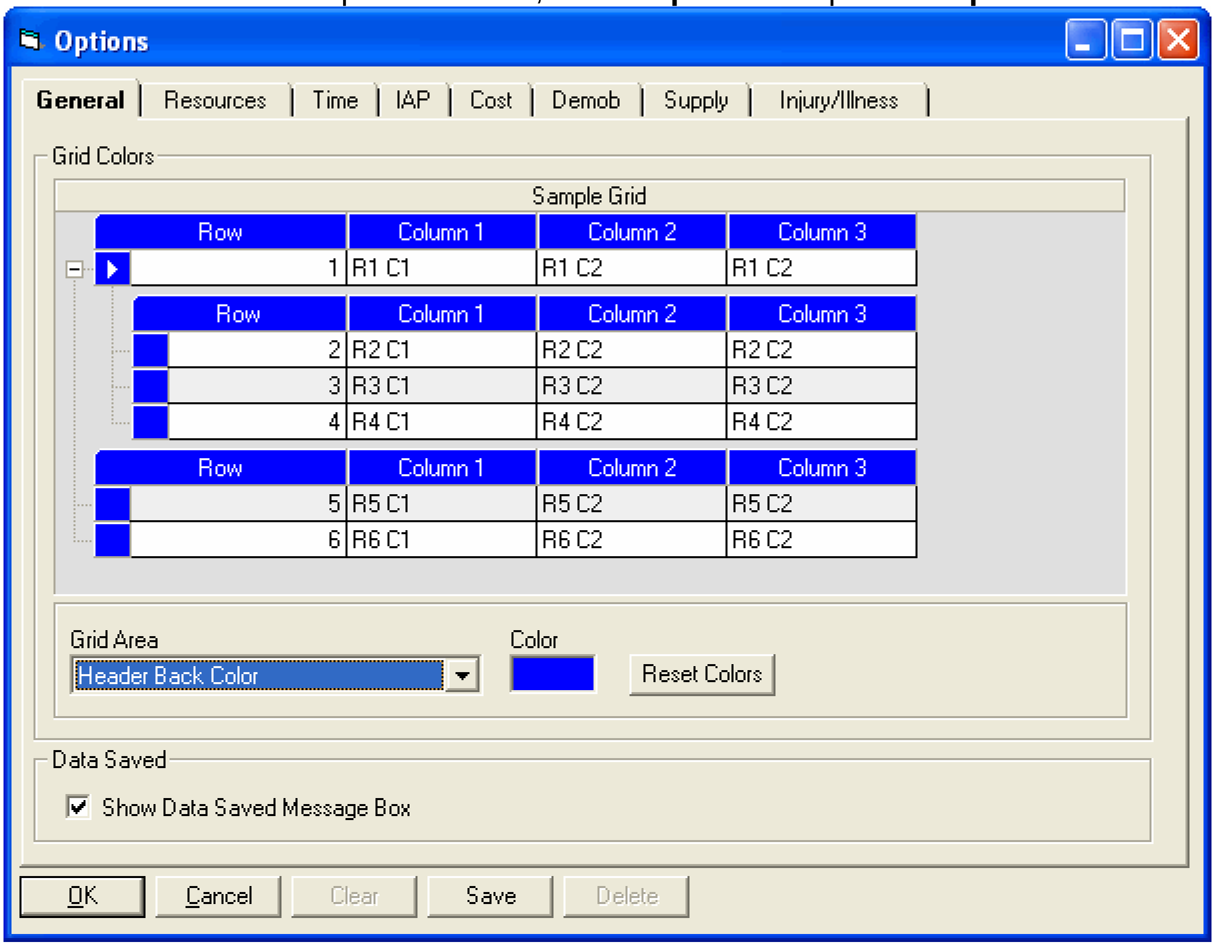
Selecting General Options

This section explains how to set General Options for the I-Suite application:

Changing Grid Colors

Follow the steps in this section to change the colors that display in the grids within the I-Suite system:

1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.



2. Click the **General** tab to select it.
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.

When you change the color, you can preview the change under the Grid Colors area on the General tab.

6. Repeat steps 3 - 5 for each grid area that you want to change.
7. When you have finished defining the grid colors, click the **OK** button on the **Options** window to apply your changes.

Data Saved

Follow the steps in this section to either show or hide the **Data Saved** message box when the **Save** button is clicked in any module in I-Suite:

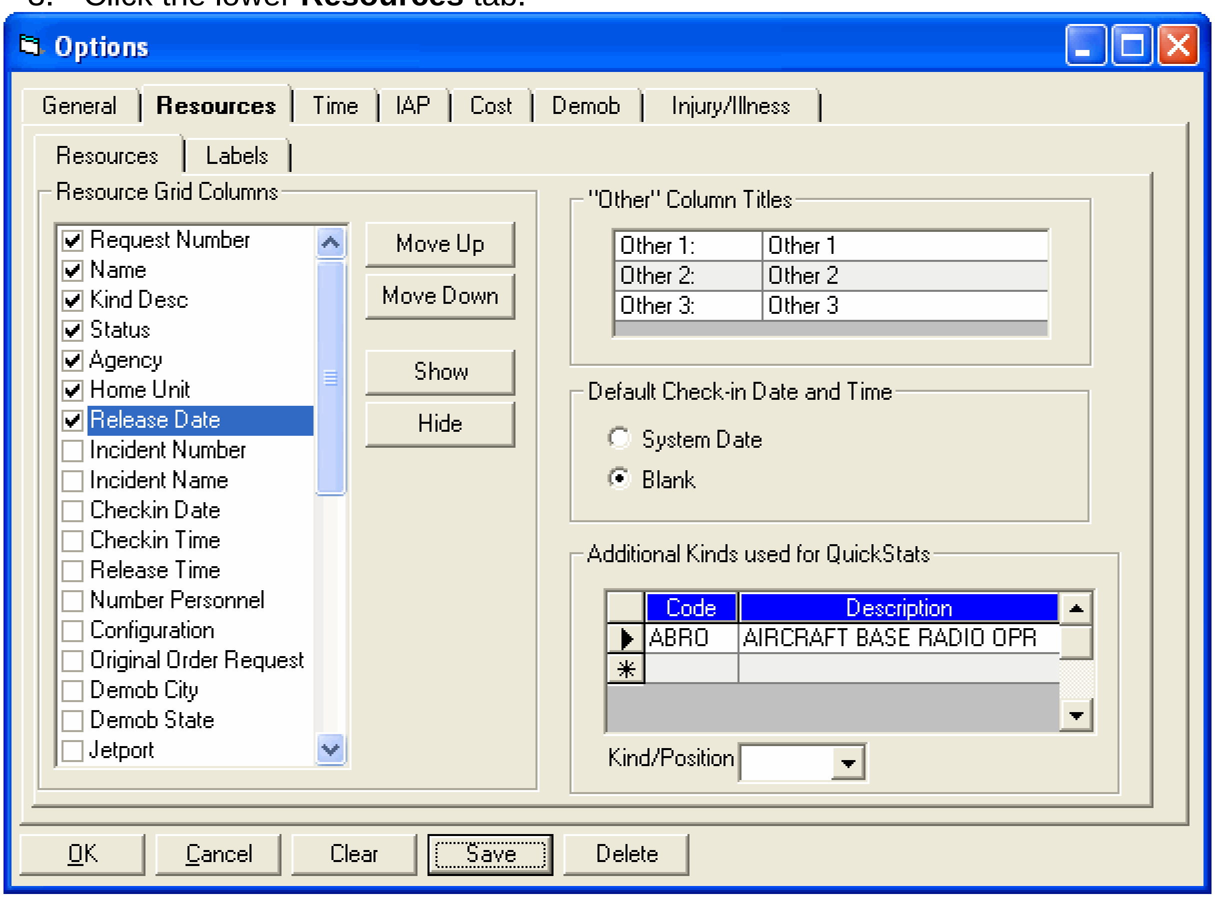
1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.
2. Click the **General** tab to select it.
3. If you want the **Data Saved** message to display when saving a record in I-Suite, click to check the **Show Data Saved Message Box** checkbox.

   If you do not want the **Data Saved** message to display when saving a record in I-Suite, click to uncheck the **Show Data Saved Message Box** checkbox.
4. Click the **OK** button to save your changes and close the **Options** window.

Selecting Resource Options

Follow the steps in this section to select the options to use in the **Resources** area of the I-Suite system:

1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.
2. Click the **Resources** tab.
3. Click the lower **Resources** tab.



4. Under **Resource Grid Columns**, hold down the **Ctrl** key and click to highlight each of the columns you want to select.
5. If you want to remove the selected columns from the **Resource** grid, click the **Hide** button.

   If you want to display the selected columns in the **Resource** grid, click the **Show** button.

Each column with a checkmark in the checkbox next to it is included in the grid. When you click the **Show** button, it places a checkmark in the checkbox next to the selected column. When you click the **Hide** button, it removes the checkmark from the checkbox. You can also click the checkbox next to a listed column to either **Show** or **Hide** it.

6. To adjust the order in which the columns display in the **Resource** grid, click a column listed under **Resource Grid Columns**. Then click the **Move Up** or **Move Down** button to move the column.

The order in which the columns display under **Resource Grid Columns** is the order in which they will display in the grid.

7. If you want to change the titles that display for the **Other** columns, type the new name in the **"Other" Column Titles** box. For example, to change the name of the **Other 1** column, enter the new name in the box next to **Other 1**.

When the title for the **Other** columns are changed on the **Resources** tab, the changes are saved to the database. This means that all users will see the changes.

8. If you want to automatically insert the system date and time for the check-in, click the **System Date** option in the **Default Check-In Date and Time** area.

   If you want to leave the check-in date and time blank, click the **Blank** option in the **Default Check-In Date and Time** area.

Each user can define the **Default Checkin Date and Time** they want to use in I-Suite.

9. To add additional **Kind Codes for Quick Stats**, select the code from the **Kind/Position** drop-down list. Then click the **Save** button.

   To remove **Kind Codes for Quick Stats**, click the code listed in the **Additional Kinds used for Quick Stats** box. Then click the **Delete** button.

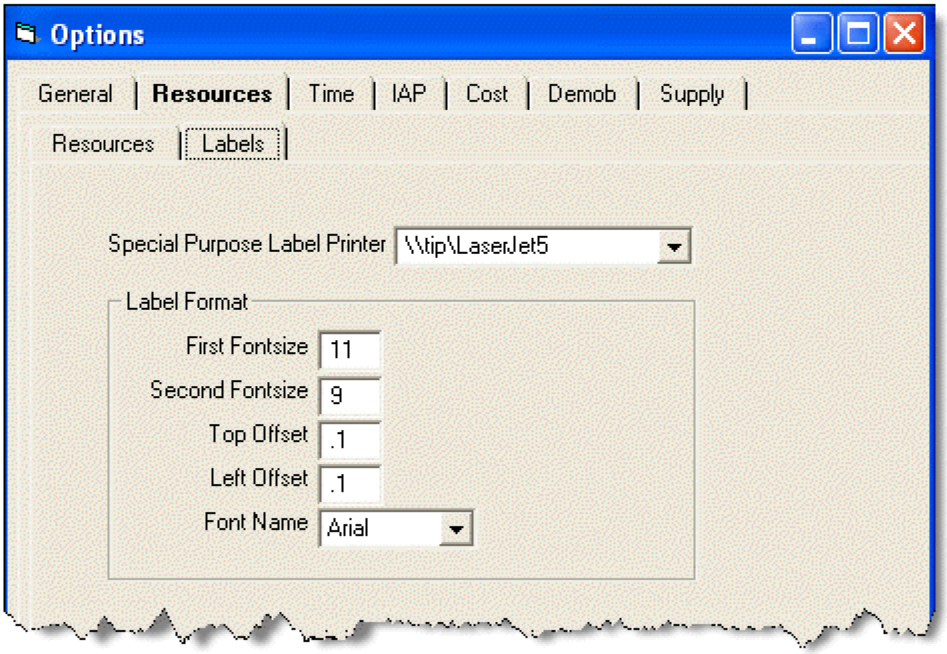
When you add additional **Kind Codes for Quick Stats**, the changes are saved to the database. This means that all users will see the changes.

10. When you have made all of your changes, click the **Save** button to save any changes. Click the **OK** button to close the Options window.

Defining Resource Label Parameters

Follow the steps in this section to define the parameters for **Resource Labels**:

1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.
2. Click the **Resources** tab.
3. Click the **Labels** tab.

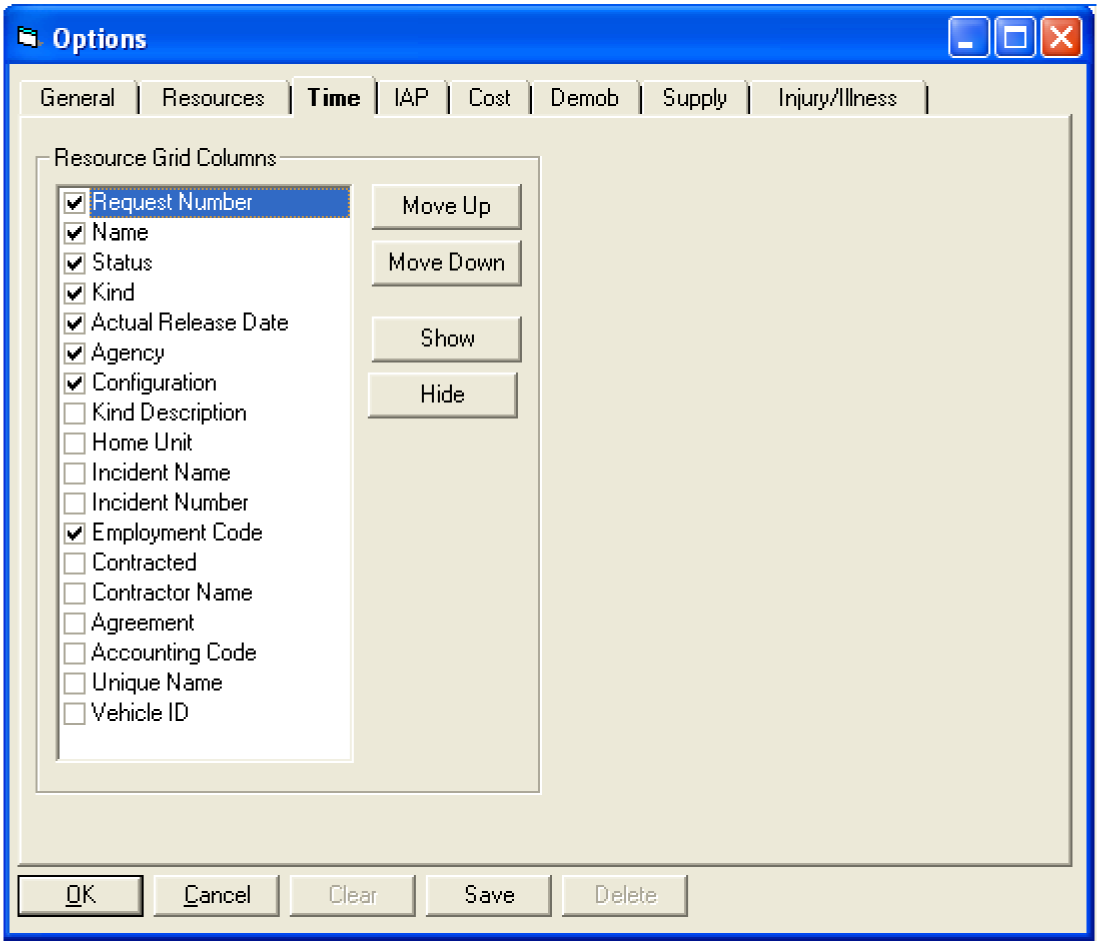


4. From the **Special Purpose Label Printer** drop-down list, select the label printer to use.
5. In the **First Fontsize** box, type the font size to use for the first line on the label.
6. In the **Second Fontsize** box, type the font size to use for the second line of the label.
7. In the **Top Offset** box, type the print offset to use at the top of the label. This identifies the amount of space to insert at the top of the label. Use this option, along with the **Left Offset** option, to define where to print the text on the label.
8. In the **Left Offset** box, type the print offset to use on the left side of the label. This identifies the amount of space to insert on the left side of the label. Use this option, along with the **Top Offset** option, to define where to print the text on the label.
9. From the **Font Name** drop-down list, select the type of font to print on the label.
10. Click the **OK** button to save any changes made to the label settings.

Selecting Time Options

Follow the steps in this section to select the options to use in the **Time** area of the I-Suite system:

1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.
2. Click the **Time** tab to select it.



3. Under **Resource Grid Columns**, hold down the **Ctrl** key and click to highlight each of the columns that you want to select.
4. If you want to remove the selected columns from the **Resources** grid, click the **Hide** button.

   If you want to display the selected columns on the **Resources** grid, click the **Show** button.

Each column with a checkmark in the checkbox next to it is included in the grid. When you click the **Show** button, it places a checkmark in the checkbox. When you click the **Hide** button, it removes the checkmark from the checkbox. You can also click the checkbox next to the column to either **Show** or **Hide** it.

5. To adjust the order in which the columns display on the **Time** window, click a column under **Resource Grid Columns**, then click the **Move Up** or **Move Down** button.

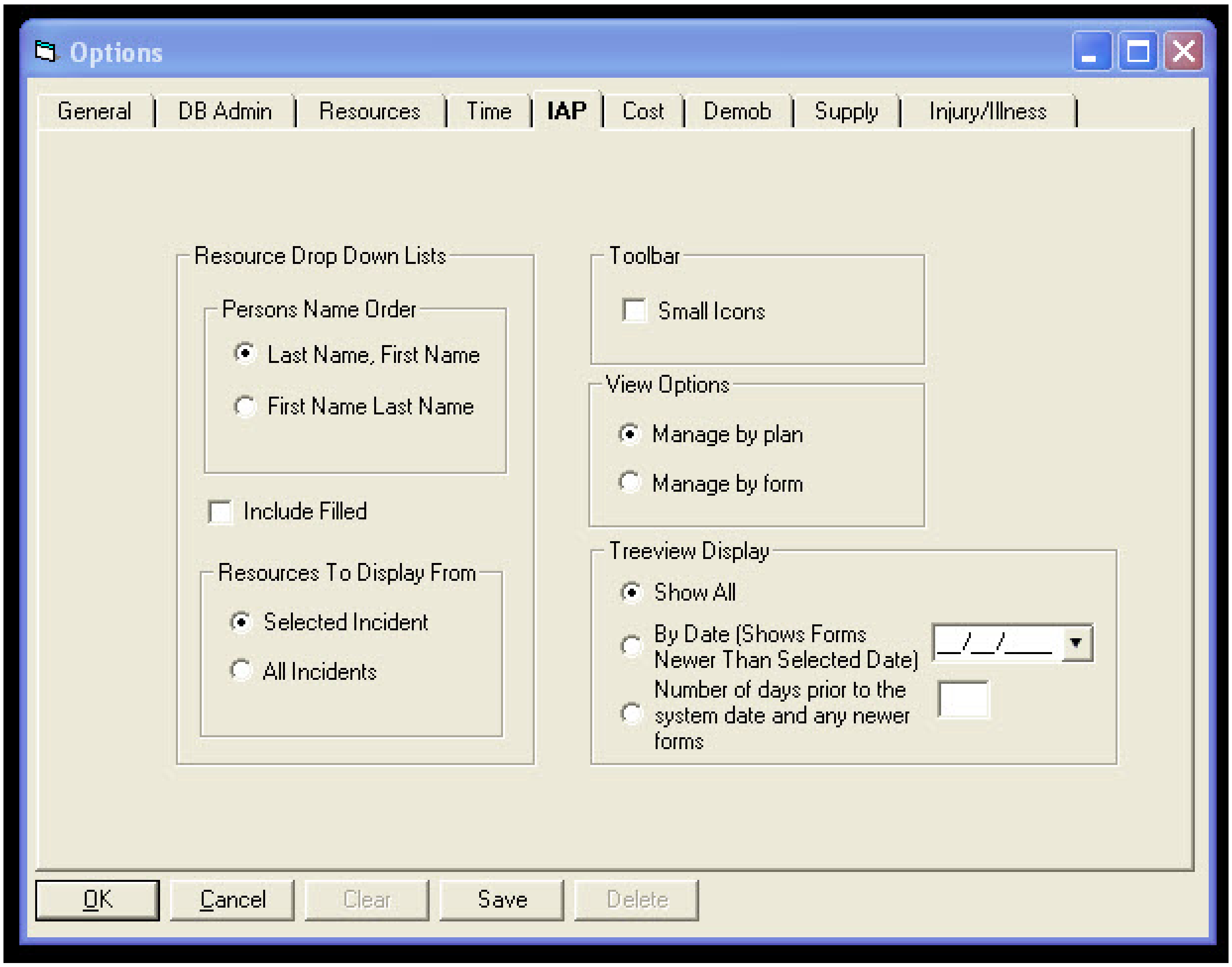
The order in which the columns display under **Resource Grid Columns** is the order in which they will display in the grid.

6. Click the **Save** button to save your changes. Click the **OK** button to close the Options window.

Selecting IAP Options

Follow the steps in this section to select the options to use in the **IAP** area of the I-Suite system:

1. From the **Tools** drop-down, select **Options**. The **Options** window displays.
2. Click the **IAP** tab to select it.



3. If you want name data to display in the order last name and then first name, click the **Last Name, First Name** option.

   If you want the name data to display in the order first name and then last name, click the **First Name Last Name** option.

Identify the order in which to display the name data before creating forms in IAP. If you change the order after having saved some forms, the order is not changed for the already saved forms.

4. If you want to show the Filled resources that are known to be working on the Incident, click the **Include Filled** option. This is a User option and once set, will affect all databases that the user logs in to. It can be turned off and on by clicking the check box.
5. If you want to only show resources for the incident selected in the **Incident** drop-down on the IAP window, click to check the **Selected Incident** option.
6. If you want to show resources for all incidents, click to check the **All Incidents** option.
7. To reduce the size of the buttons in the IAP toolbar, click to check the **Small Icons** checkbox.
   To change the size back to large buttons, click to uncheck the **Small Icons** checkbox.
8. To change the View Options, click **Manage by Plan** or **Manage by form**. **Manage by form** is the default option.
9. To identify the forms to display in the Tree View on the IAP window, click one of the following options under **Treeview Display**:

- **Show All** - Shows all saved forms.
- **By Date** - When you select this option, all forms with a date that is newer than the defined date display in the Tree View.

When you select the **By Date** option, you must enter a date into the text box that is next to the option. This is the date to which the application refers in order to identify the forms to include in the Tree View.

- **Number of days prior to the system date and any newer forms**- When you select this option, the application calculates the dates to display by subtracting the number of days defined from the Current System Date. The forms display from the calculated date forward.

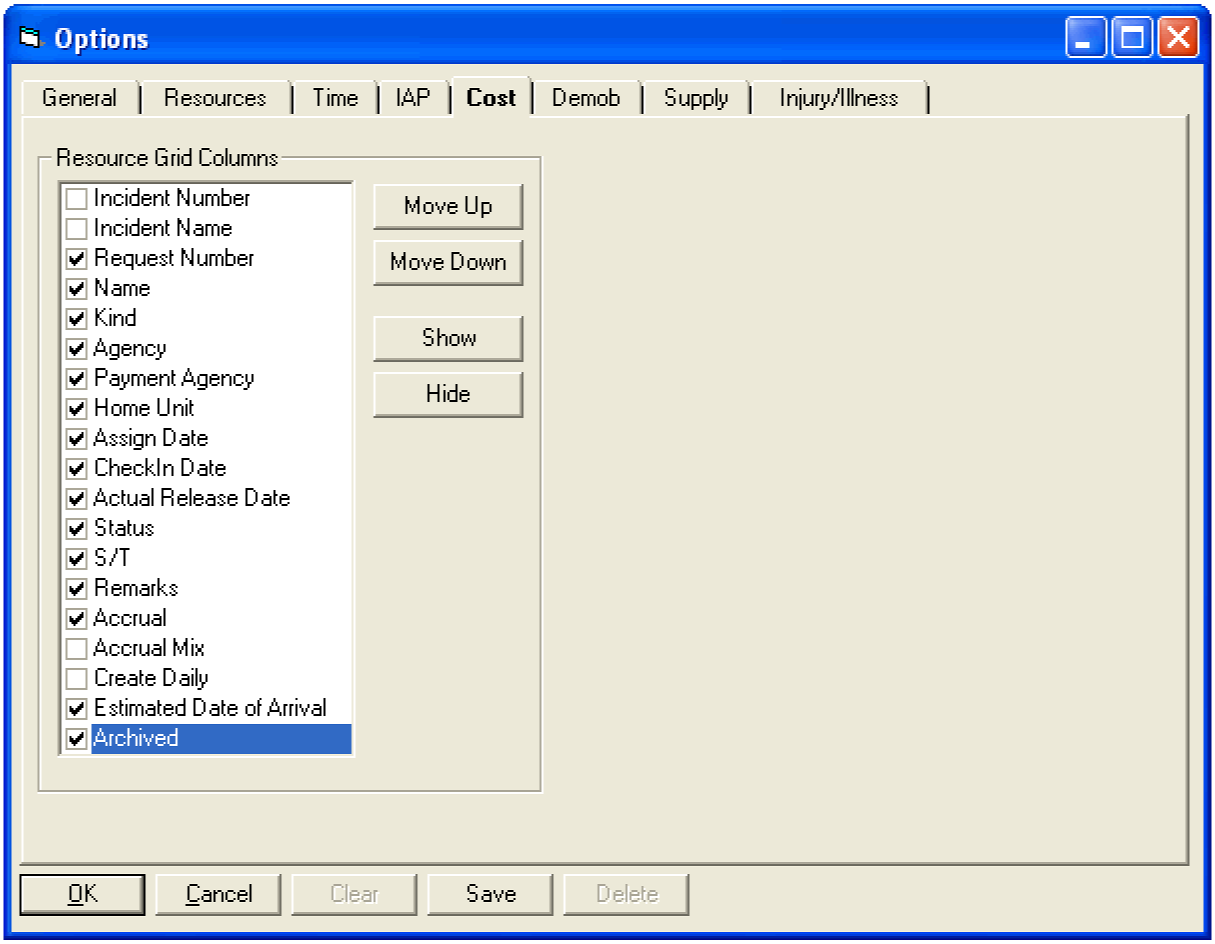
When you select the **Number of Days** option, you must enter a number into the text box that is next to the option. This is the number to which the application refers in order to identify the forms to include in the Tree View.

10. Click the **Save** button to apply any changes made to the IAP settings. Click the **OK** button to close the Options window.

Selecting Cost Options

Follow the steps in this section to select options to use in the **Cost** area of the I-Suite system:

1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.
2. Click the **Cost** tab to select it.



3. Under **Resource Grid Columns**, hold down the **Ctrl** key and click to highlight each column that you want to select.
4. If you want to remove the selected columns from the **Cost** window, click the **Hide** button.

   If you want to display the selected columns on the **Cost** window, click the **Show** button.

Each column with a checkmark in the checkbox next to it is included in the grid. When you click the **Show** button, it places a checkmark in the checkbox. When you click the **Hide** button, it removes the checkmark from the checkbox. You can also click the checkbox next to a column to either **Show** or **Hide** it.

5. To adjust the order in which the columns display on the **Cost** window, click a column. Then click the **Move Up** or **Move Down** button to move the selected column.

The order in which the columns display under **Resource Grid Columns** is the order in which they will display in the grid.

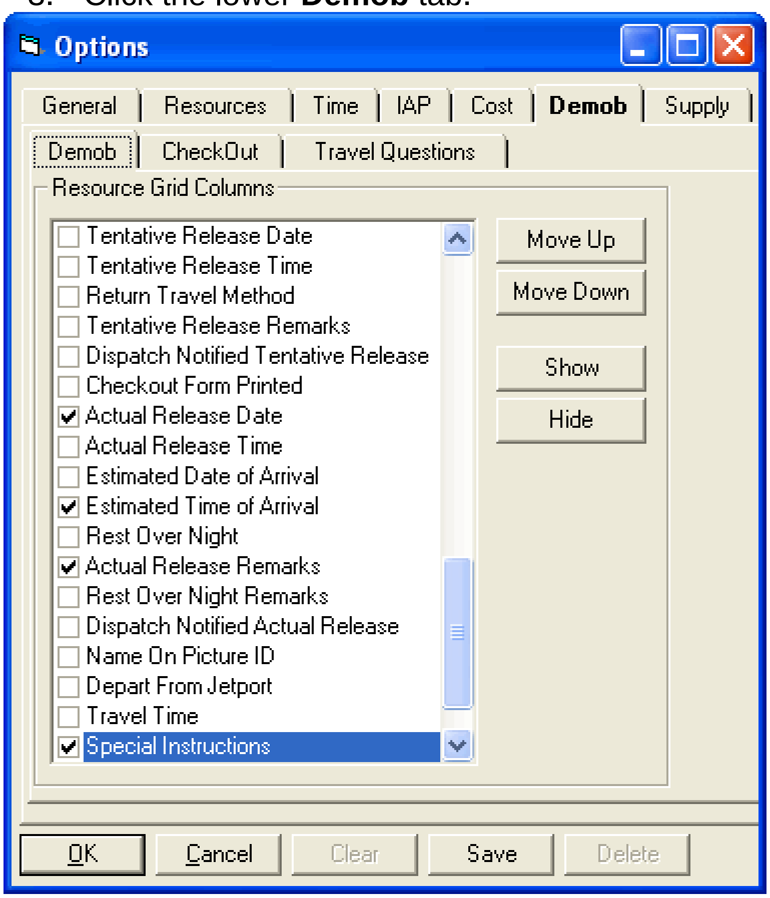
6. When you have made all of your changes, click the **Save** button to save the changes. Then click the **OK** button to close the Options window.

Selecting Demob Options

Follow the steps in this section to select the options to use in the **Demob** area of the I-Suite system:

Also refer to See "Selecting Demob Checkout Options" and See "Selecting Travel Questions for Demob".

1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.
2. Click the **Demob** tab.
3. Click the lower **Demob** tab.



4. Under **Resource Grid Columns,** hold down the **Ctrl** key and click to highlight each of the columns you want to select. The following columns are available:

5. If you want to remove the selected columns from the **Demob** window, click the **Hide** button.

   If you want to display the selected columns on the **Demob** window, click the **Show** button.

Each column with a checkmark in the checkbox next to it is included in the grid. When you click the **Show** button, it places a checkmark in the checkbox. When you click the **Hide** button, it removes the checkmark from the checkbox. You can also click the checkbox next to a column to either **Show** or **Hide** it.

6. To adjust the order in which the columns display on the **Demob** window, click a column. Then click the **Move Up** or **Move Down** button to move the column.

The order in which the columns display under **Resource Grid Columns** is the order in which they will display in the grid.

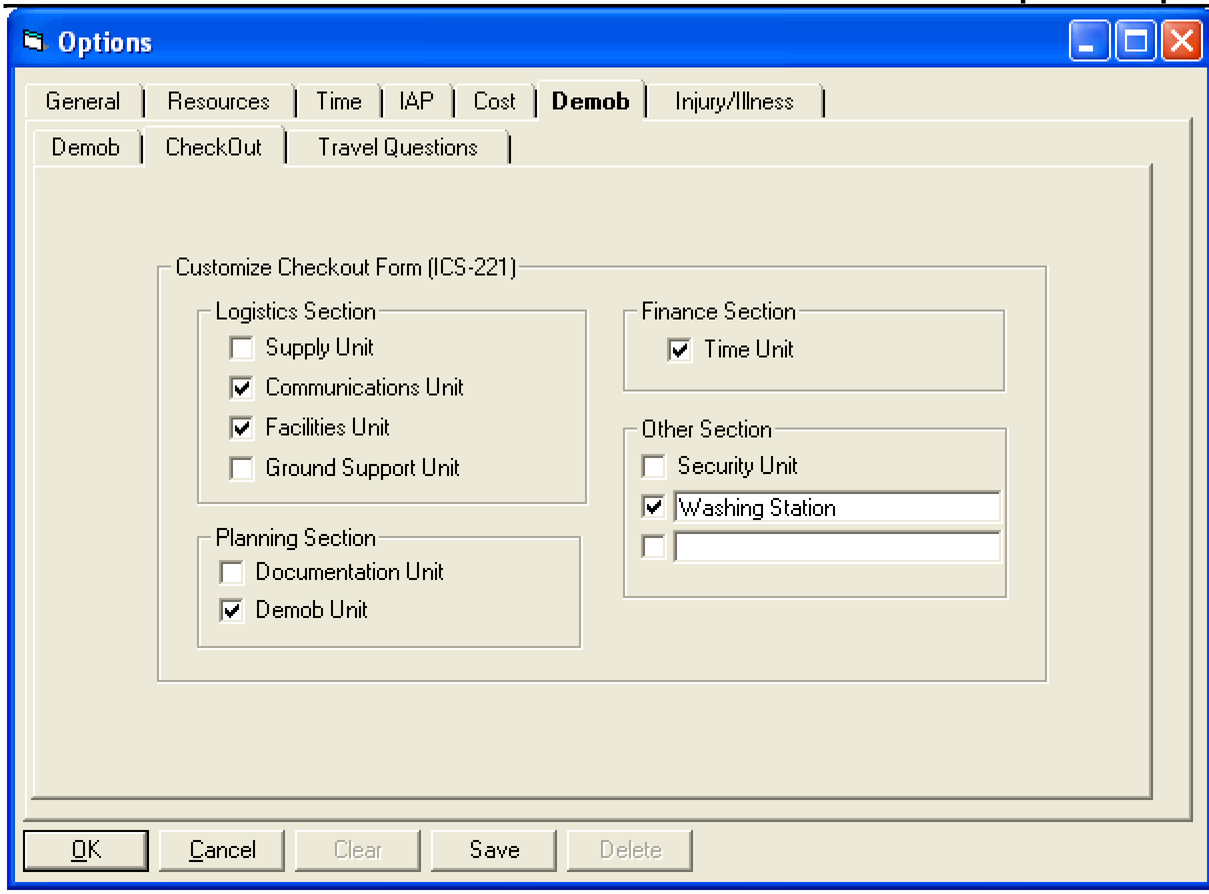
7. When you have made all of your changes, click the **Save** button to save the changes. Click the **OK** button to close the Options window.

Selecting Demob Checkout Options

Follow the steps in this section to select the checkout options to use in **Demob**:

Also refer to See "Selecting Demob Options" and See "Selecting Travel Questions for Demob".

1. From the **Tools** drop-down, select **Options**. The **Options** window displays.
2. Click the **Demob** tab to select it.
3. Click the **Check-Out** tab to select it.



4. Under the **Logistics Section**, click to check each of the options you want to check in the **Logistics** section of form **ICS-221**. You can include:
- Supply Unit
- Communications Unit
- Facilities Unit
- Ground Support Unit
5. If you want to check the **Documentation Unit** in the **Planning Section** of the **ICS-221** form, click to check the **Documentation Unit** checkbox.
6. If you want to check the **Demob Unit** in the **Planning Section** of the **ICS-221** form, click to check the **Demob Unit** checkbox.
7. If you want to check the **Time Unit** in the **Finance Section** of the **ICS-221** form, click to check the **Time Unit** checkbox.
8. If you want to checkthe **Security Unit** in the **Other Section** of the **ICS-221** form, click to check the **Security Unit** checkbox.
9. To include additional information in the **Other Section** of the **ICS-221** form, type the name of the option in either of the blank boxes under the **Other Section**. When the name is defined, click to check the checkbox next to the option.

An example of other additional information is **Washing Station**.

9. When you have made all of your changes, click the **Save** button to save the changes. Then click the **OK** button to close the **Options** window.

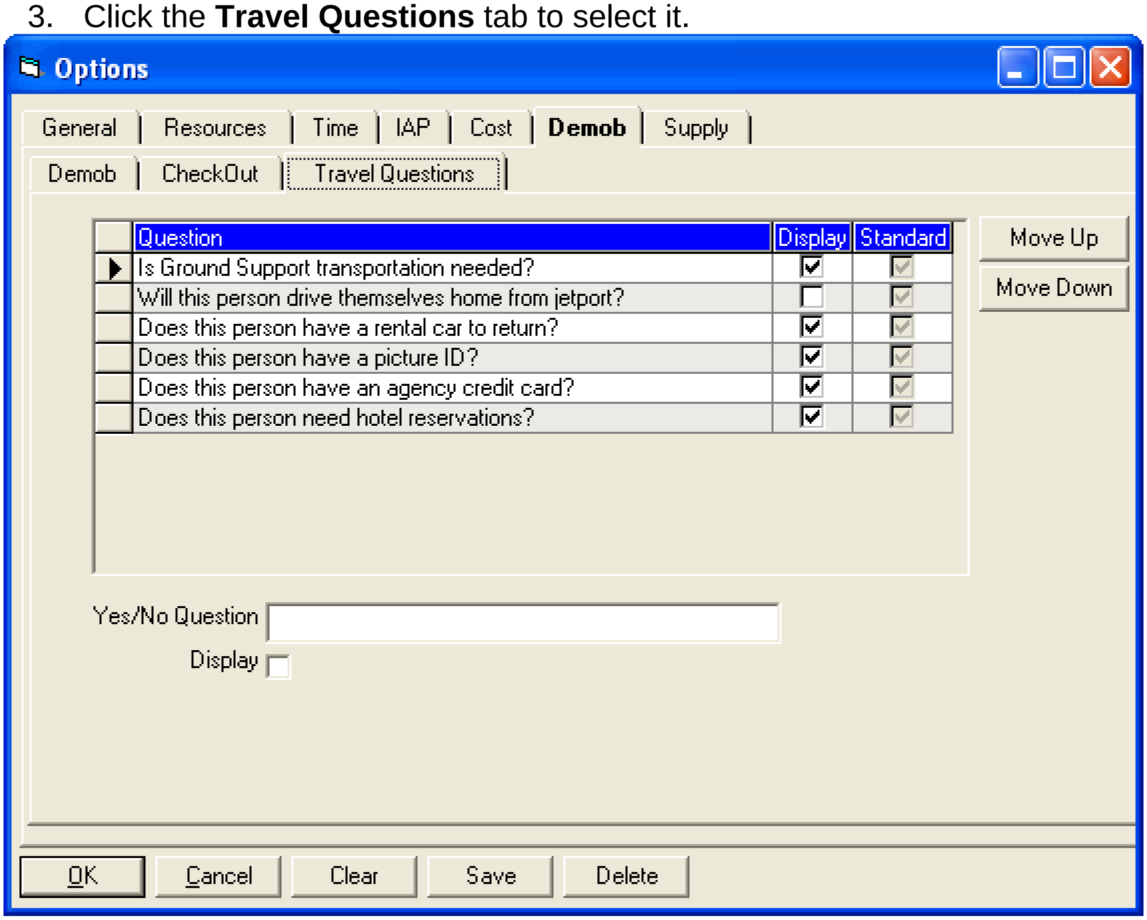
Selecting Travel Questions for Demob

Follow the steps in this section to define the **Air Travel Questions** to use in the **Demob** area of the I-Suite system:

Also refer to See "Selecting Demob Options" and See "Selecting Demob Checkout Options".

Travel Questions only display in **Demob** if the **Travel Method** for the selected resource(s) is defined as **AIR** or **A/R** (Air with Rental) in the **Common Data** or **Tentative Release** areas. Travel questions and answers print on the **Commercial Air Travel Request Form**.

1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.
2. Click the **Demob** tab to select it.
3. Click the **Travel Questions** tab to select it.



4. To display a listed question in the **Air Travel** grid for **Demob**, click to check the **Display** checkbox next to the question.
5. To adjust the order in which a travel question displays, click to select the **Question**, and then click the **Move Up** or **Move Down** button to adjust the order.
6. Click the **Save** button to save your changes.

If you uncheck **Display** for a **Travel Question**, the responses to the question no longer display. Although the responses do not display, they are still saved in the database.

Add New Travel Question

Follow the steps in this section to add new travel questions for the Air Travel Request:

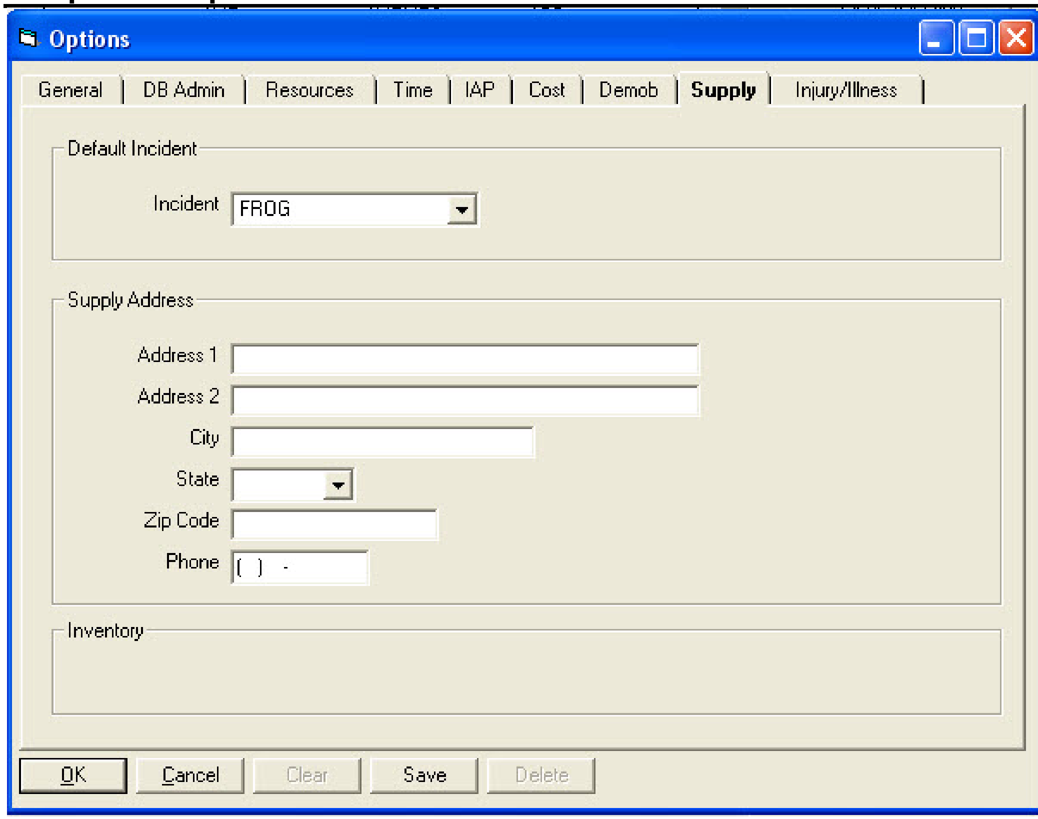
You must click in the grid for the **Add** button to display.

1. Click the **Add** button.
2. In the **Question** box, enter your new travel question.
3. Click to check the **Display** checkbox, if appropriate.
4. Click the **Save** button to save the new question.
5. When finished, click the **Save** button to save your changes. Click the **OK** button to close the Options window.

Selecting Supply Options

Follow the steps in this section to select options for the **Supply** area of the I-Suite system:

1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.
2. Click the **Supply** tab to select it.



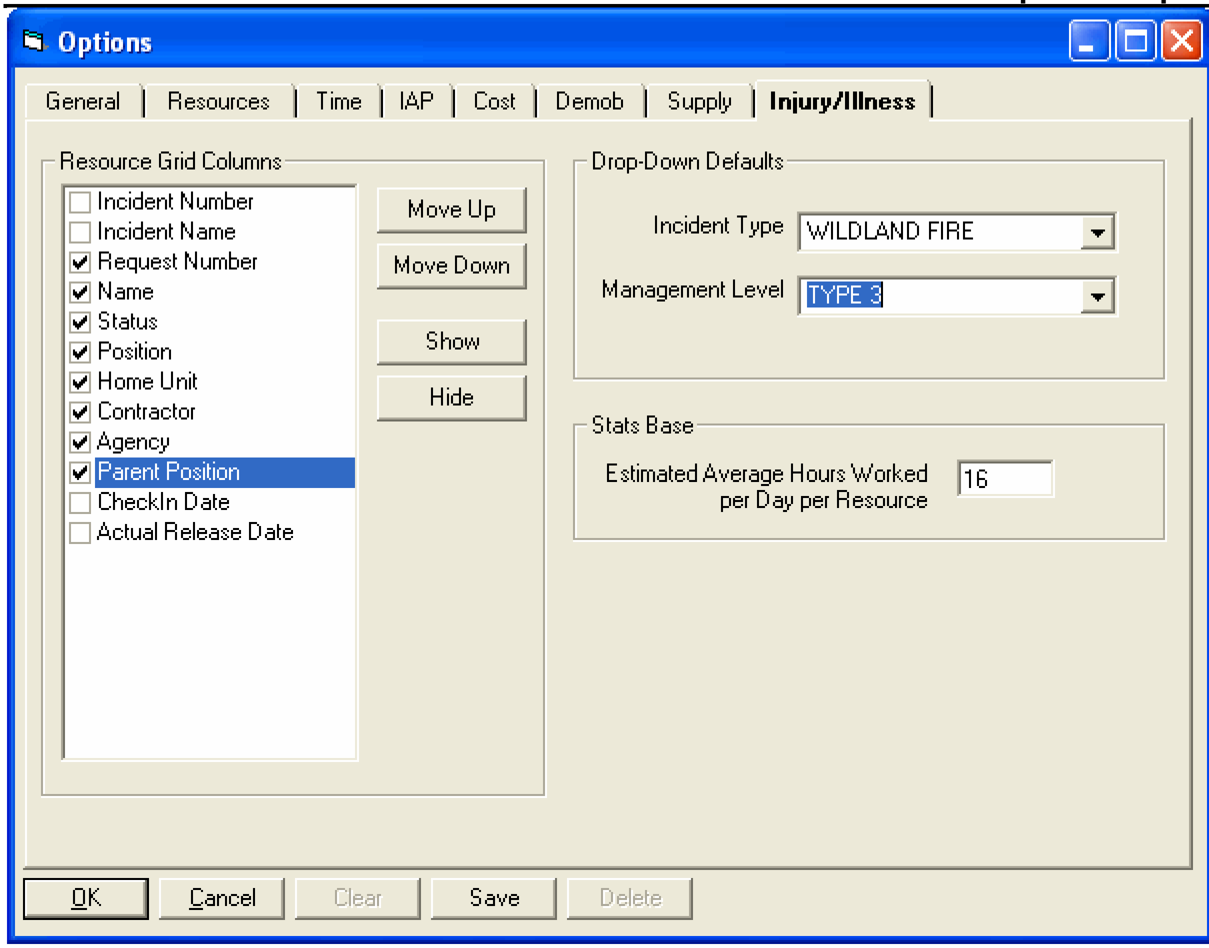
3. From the **Incident** drop-down list, select the incident to which the supply options apply.
4. Under **Supply Address**, enter the supply address, including **Address 1**, **Address 2**, **City**, **State**, **Zip Code** and **Phone Number**.
5. If you want to track the supply inventory, click to check the **Track Inventory** checkbox.
6. When you have made all of your changes, click the **Save** button to save the changes. Click the **OK** button to close the Options window.

Selecting Injury/Illness Options

Follow the steps in this section to select the options to use in the Injury/Illness area of the I-Suite application:

1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.
2. Click the **Injury/Illness** tab.

You can also click the **Defaults** button on the **Injury/Illness** window to open the **Options** window with the **Injury/Illness** tab selected.



3. Under **Resource Grid Columns**, hold down the **Ctrl** key and click to highlight each of the columns you want to select.
4. If you want to remove the selected columns from the **Resource** grid, click the **Hide** button.

   If you want to display the selected columns in the **Resource** grid, click the **Show** button

Each column with a checkmark in the checkbox next to it is included in the grid. When you click the **Show** button, it places a checkmark in the checkbox next to the selected column. When you click the **Hide** button, it removes the checkmark from the checkbox. You can also click the checkbox next to a listed column to either **Show** or **Hide** it.

5. To define a default **Incident Type** to display in the **Incident Type** box on the **Injury/Illness** window, select one of the following options from the **Incident Type** drop-down list:

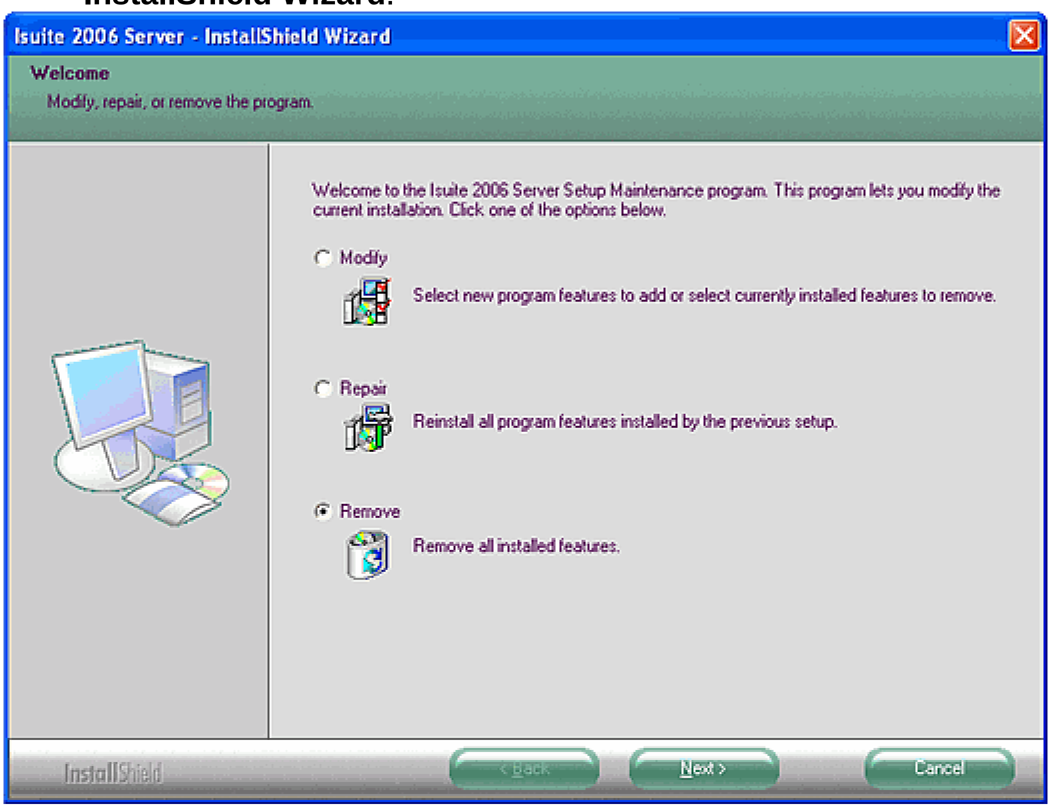
- All Hazard
- Prescribed Fire
- Wildland Fire
- Wildland Fire Use

6. To define a default **Management Level** to display in the **Management Level** box on the **Injury/Illness** window, select a level (1-5) from the **Management Level** drop-down list.
7. To define a default **Est. Hrs Worked / Day** on the **Stats Base** window, enter the amount in the **Estimated Average Hours worked per Day per Resource** box.
8. Click the **Save** button to save your changes. Click the **OK** button to close the **Options** window.

Uninstalling I-Suite

Follow the steps in this section to uninstall the I-Suite application from your computer:

1. Access the folder where you downloaded the I-Suite program.
2. Double click the **I-Suite program file** (either Client or Server) to open the **InstallShield Wizard**.



3. Click the **Remove** option to select it. Then click the **Next** button.
4. When the message displays asking whether you want to completely remove the application, click the **Yes** button.
5. When the uninstall process is complete, a window displays indicating that the **Uninstall is Complete**. Click the **Finish** button to close the window.

6. To remove other I-Suite components from your personal computer, do one of the following:
- To delete all I-Suite components and I-Suite databases, in the **Program Files** folder, delete the **ISuite** folder.
- To delete all I-Suite components, but not the I-Suite databases, access the **Program Files** folder. Then open the **ISuite** folder. Delete the **Bin** folder.

7. To complete the uninstall process, restart your computer.

Revision History

Revision Date	**Revision Summary**
2010-08-20	Revised instructions for SQL Server Exception Procedures.
2010-04-27	Revised instructions for the 10.01.00 version of I-Suite.
2009-05-01	Revised instructions for the 9.01.00 version of I-Suite.
2008-09-04	Revised instructions for the 8.01.04 version of I-Suite.
2008-04-25	Revised instructions for the 8.01.00 version of I-Suite.
2007-07-25	Revised instructions for the 7.01.05 version of I-Suite.
2007-04-20	Revised instructions for the 7.01.00 version of I-Suite.
2007-01-09	Revised instructions based on changes received for Training Manuals.
2006-12-04	Revised instructions by adding more detail and graphics.
2006-06-26	Added instructions for installing the I-Suite Client version. Added instructions for adding a SQL Server instance and the I-Suite program to the Windows Firewall Exceptions list.
2006-05-01	Revised instructions for initial install and setup of I-Suite.
2006-04-17	Instructions for Getting Started with the new I-Suite 2006 application.

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