



RESOURCES USER GUIDE

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Chapter 1

Resources

The **Resources** User Manual explains how to use the **Resources** module to collect and manage resource information for an incident. 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.

Resources also produces various incident reports, including the 209 Report, Section Report, Qualifications Report, and Daily Incident Reports.

Information entered in **Resources** is shared with other I-Suite modules, including:

- Demob
- Incident Action Plan (IAP)
- Time
- Cost
- Supply
- Injury/Illness

Topics in this guide include the following:

- See "Common Features" on page 5
- See "Selecting Resource Options" on page 8
- See "Filtering Resource Data" on page 12
- See "Common Data" on page 14
- See "Managing Data and Resources" on page 18
- See "Printing T-Card Labels" on page 26
- See "Printing Plans Reports" on page 27
- See "Plans Report Descriptions" on page 37

Chapter 2

Common Features

This section describes the menus and toolbars available in the Resources module.

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.

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

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- Equipment
- Overhead
- All
- All Personnel

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.

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.

Toolbars

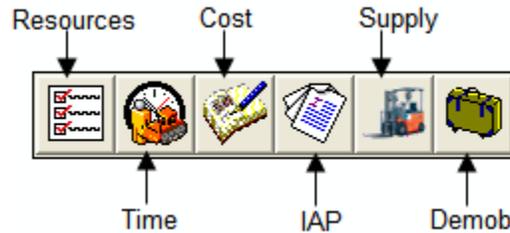
The following toolbars display at the top of the I-Suite windows:

Main Toolbar

The Main toolbar contains two separate types of buttons:

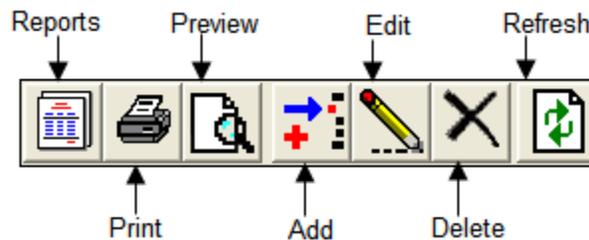
Module Buttons

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:



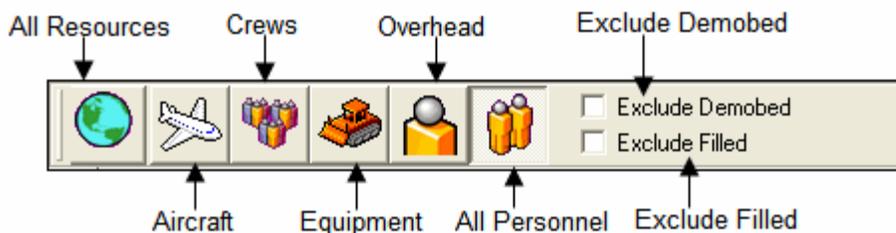
Action Buttons

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:



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:



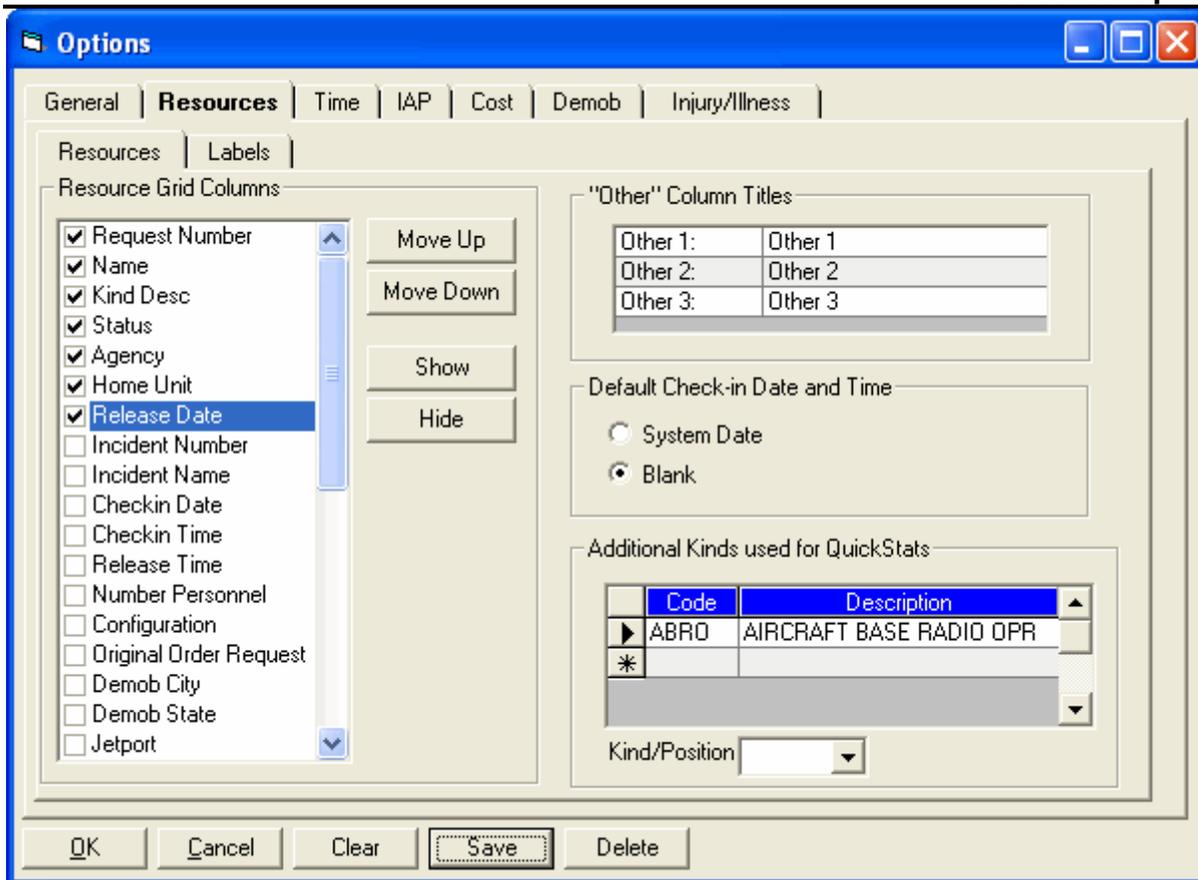
The **Group Check-In** and **No Grouping** buttons display to the right of the **Print T-Card Labels** button when you are in the Resources module. Click the **C** button to open the Manage Resources window and select the users to check-in as a group. Click the **N** button to turn off the grouping option.



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.

Chapter 3: Selecting Resource Options

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.

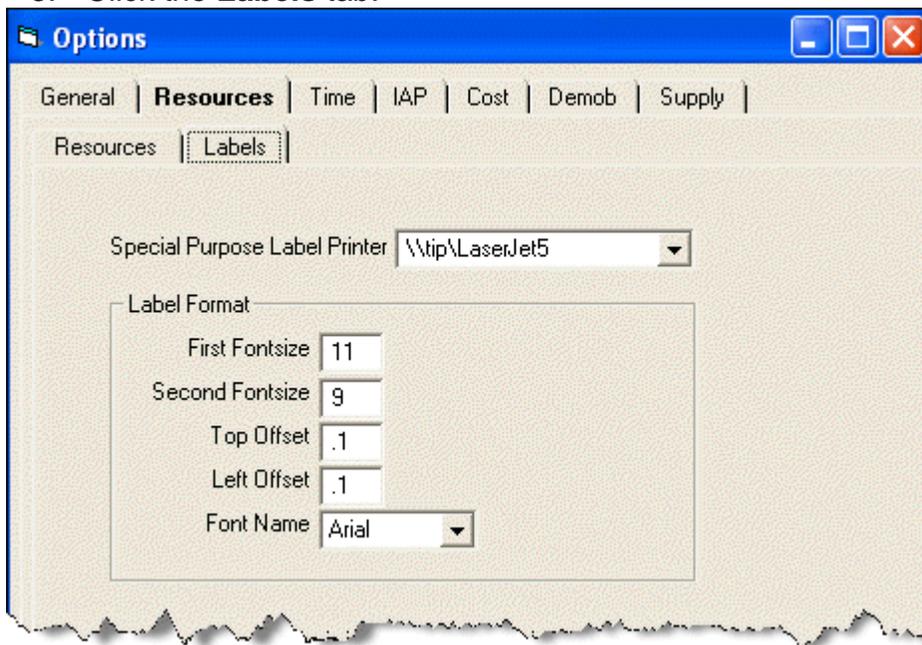
When you add additional **Kind Codes for Quick Stats**, the changes are saved to the database. This means that all users will see the changes.

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.

Chapter 4

Filtering Resource Data

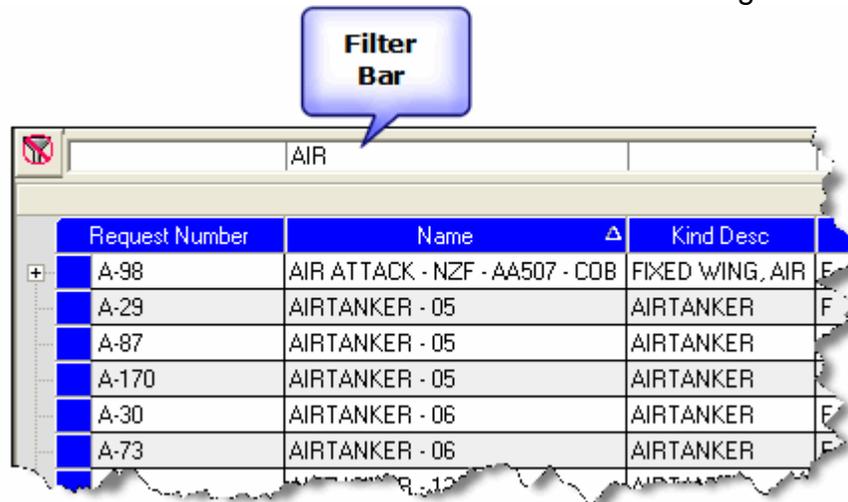
This section explains how to filter **Resources** data. You can search for specific characters in any column.

Filtering Data Using the Filter Bar

Follow the steps in this section to use the **Filter Bar** to filter data in the **Resources** grid:

1. Click the **Resources** button to open the **Resources** window.
2. In the **Filter Bar** above the grid, enter a term to search for that specific item in the grid. The filter boxes are located directly above the **Resources** grid and correspond to the columns over which they display.

For example, you can search for any name that begins with the words air by typing **AIR** in the **Filter** box above the **Name** column heading.



2. Type the first several characters of the search term in the **Filter** box to narrow your search.
3. To remove the filter, either delete the characters that you typed or click the **Clear Filter Bar** button that displays to the left of the **Filter bar**.

Filtering with the Exclude Demobed Option

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

Filtering with the Exclude Filled Option

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

Using Filter Buttons

1. Open the **Resources** window.
2. Click one of the following buttons to only display those types of records:
 - All Resources
 - Aircraft
 - Crews
 - Equipment
 - Overhead
 - All Personnel

When the **All Personnel** filter is selected in Resources, you cannot **Add** or **Edit** resources. The **Add** and **Edit** buttons in the **Main** toolbar are disabled.

Sorting with Table Column Headings

1. Open the **Resources** window,
2. In the **Resources** grid, click the column heading you want to use to sort the information in the grid. For example, if you click the **Name** column heading, the information is sorted in **Name** order.
3. Click the heading once to sort the information in **Ascending** order. Click the heading a second time to sort 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.

Chapter 5

Common Data

This section explains how to review and edit common data in the **Resources** module. Information that displays above the **Plans** tab in the **Manage Resource - Edit Mode** area is considered the **Common Data** for a **Resource**.

Reviewing Common Data

Follow the steps in this section to review common data for a resource:

1. Click the **Resources** button to open the **Resources** window.
2. In the **Resources** grid, click to select the **Resource** you want to review.
NOTE: The supply column will display a checked box if the resource or subordinate resource has outstanding supply items

Request Number	Name	Kind Desc	Status	Agency	Home Unit	Actual Release Date	Supplies
E-12	H&K TRACTOR #3	DOZER, TYPE 1	C	PVT			<input type="checkbox"/>
E-13	VALLEY GRADING	ROAD GRADER	C	PVT			<input type="checkbox"/>
E-20	BIG CITY BUS CO.		C	PVT			<input type="checkbox"/>
E-21	GREYLINE BUS		C	PVT			<input type="checkbox"/>
E-22	BLUE JAY BUS CO.		C	PVT			<input type="checkbox"/>
0-9	RIVAS, JOSE	STAGING AREA MGR	C	FS	MTLNF		<input type="checkbox"/>
0-10	JOHNSON, JERRY	FIELD OBSERVER	C	CA	CACDF		<input type="checkbox"/>
0-11	CLARK, RON	FIELD OBSERVER	C	CA	CACDF		<input type="checkbox"/>
0-51	DELL, MARY	STRIKE TEAM LDR - CREW	C	FS	MTBRF		<input type="checkbox"/>
▶ 0-52	HILDAHL, LARRY	STRIKE TEAM LDR - CREW	C	MT	MTMTS		<input checked="" type="checkbox"/>
0-53	MCDOWELL, MICK	STRIKE TEAM LDR - CREW	C	WA	MTNES		<input type="checkbox"/>
0-54	MARTIN, DEL	STRIKE TEAM LDR - CREW	C	FS	IDIPF		<input type="checkbox"/>
0-55	LEWIS, GEORGE	STRIKE TEAM LDR - CREW	C	NPS	UTZIP		<input type="checkbox"/>
0-56	BINKOWSKI, PAUL	TASK FORCE LDR	C	BUR	WASPKM		<input type="checkbox"/>

3. Click the **Edit** button in the **Main** toolbar at the top of the window or **double click** the selected Resource to display the **Manage Resource - Edit Mode** area at the bottom of the window:

Chapter 5: Common Data

0-100.6	CROWELL, DAVE	OPS SEC CHF TY	C	FS
0-100.7	STEIN, HARVEY	LOG SEC CHF TY	C	FS

Manage Resource - Edit Mode

Person Contracted * Kind/Position Trainee

* Request Number * Last Name * Status

* Account Code * First Name Unit ID

Plans | Time - Individual | Cost

4. Review the following information for completeness and accuracy:

ROSS Import data will follow ROSS data standards. ROSS information that is imported into I-Suite includes Resource Name, Request Number, and Mob Date. It may also include Agency, HomeUnit, KindCode, and JetPort, if they are defined in ROSS.

Make sure you check the imported ROSS information at check-in for accuracy. There may be incorrect or missing data. Also check Crew Rosters with the CRWB.

- *Request Number
- *Account Code
- Person - checked, if applicable
- Contracted - checked, if applicable
- *Resource Name
- *Kind/Position
- Trainee - checked, if applicable
- *Status
- Unit ID
- Agency
- *Configuration
- Actual Release Date
- Actual Release Time

A field label preceded by an asterisk (*) indicates that the information is required.

When the **Person** option is checked, the **Resource Name** text box is replaced with **Last Name** and **First Name** text boxes and an **Other Quals** area displays on the **Plans** tab. Either a **Last Name** OR a **First Name** is required for a person. You do not need to define both in order to save the record.

5. To close the **Manage Resource - Edit Mode** window, click the **Close** button.

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Editing Common Data

After reviewing the **Common Data** for a **Resource** on the **Manage Resource - Edit Mode** window, you can edit the information, as needed. Follow the steps in this section to edit the information:

1. Click the **Resources** button to open the **Resources** window.
2. If you want to edit a resource, click the resource in the **Resources** grid, then click the **Edit** button or **double click** the resource.
3. In the **Request Number** box, enter the request number for the resource.
4. From the **Account Code** drop-down list, select the accounting code to assign to the resource.
5. If the resource is a person, click to check the **Person** checkbox.

If you change the **Person** selection and time was posted for the resource, a message displays indicating that the time postings will be deleted if you continue. When you select **Yes**, the system deletes all time postings. When you select **No**, the system does not change the **Person** selection.

If you change the **Person** selection and one or more invoices were already generated for the resource, a message displays indicating that the resource has invoiced postings. You must manually delete those postings before you can change the **Person** selection.

6. If the resource is contracted, click to check the **Contracted** checkbox.

If you change the **Contracted** selection and time was posted for the resource, a message displays indicating that the time postings will be deleted if you continue. When you select **Yes**, the system deletes all time postings. When you select **No**, the system does not change the **Contracted** selection.

If you change the **Contracted** selection and one or more invoices were already generated for the resource, a message displays indicating that the resource has invoiced postings. You must manually delete those postings before you can change the **Contracted** selection.

7. If the resource is equipment or a crew, enter the **Resource Name**.

If the resource is a person, enter the person's **Last Name** and **First Name**.

Either a **Last Name** or a **First Name** is required. You do not need to enter both in order to save the record.

8. From the **Kind/Position** drop-down list, select the kind code or position code for the resource.
9. If the resource is a person who is a trainee, click to check the **Trainee** checkbox.
10. From the **Status** drop-down list, select the status of the resource. The following status codes are available:

- C** - Checked-In
- D** - Demobed
- F** - Filled/Not Checked-In
- P** - Pending Demob
- R** - Reassigned
- S** - Staging

11. From the **Unit ID** drop-down list, select the **Unit ID** to assign to the resource.
12. From the **Agency** drop-down list, select the **Agency** for the resource.
13. From the **Configuration** drop-down list, select the configuration for the resource.
The following configurations are available:

- S** - Single Resource
- S/T** - Strike Team
- T/F** - Task Force

14. When applicable, enter the **Actual Release Date** for the resource.

When the **D Status** is selected, the **Actual Release Date** is required.

15. When applicable, enter the **Actual Release Time** for the resource.
16. To save any changes to the **Common Data**, click the **Save** button.
17. To close the **Manage Resource - Edit Mode** window, click the **Close** button.

Group Check-In for Multiple Resources

This section explains how to perform Check In for multiple resources utilizing Group Check-In.

1. In the Resource's grid, select the resources for which you want to change the status to **Checked-In**.
2. Click the **C** button on the toolbar. This opens the first selected resource in **Edit mode** and defaults the status to C (Checked-In).

Resources

Request Number	Name	Kind Desc	Status	Agency	Home Unit	Actual Release Date	LastName	FirstName	PName
0-100.33	JOHNSON, CINDY	PROCUREMENT UNIT LDR	C	MT	MTSWS		JOHNSON	CINDY	JOHNSON, CINDY
0-122	GIBBONS, KYLE	ORDERING MGR	C	BLM	MTBUD		GIBBONS	KYLE	GIBBONS, KYLE
0-125	ROBINS, LOREN	LOG SEC CHF TY 2	C		MTMFD		ROBINS	LOREN	ROBINS, LOREN
0-126	WILLIAMS, ROD	STATUS CHECK-IN REC	C		IDCWF		WILLIAMS	ROD	WILLIAMS, ROD
0-127	CHENEY, FRANK	AIR SUPPORT GRP SPV	C		MTSOS		CHENEY	FRANK	CHENEY, FRANK
0-130	WEBER, BEN	SAFETY OFFICER TY 2	C		IDIFF		WEBER	BEN	WEBER, BEN
0-131	BURNS, JOHN	DIV GROUP SPV	C		IDBOF		BURNS	JOHN	BURNS, JOHN
0-117	DAVIS, HENRY	FIREFIGHTER, TYPE 2	C	FS			DAVIS	HENRY	NW REGULARS
0-133	DESIMON, MARTHA	HUMAN RESOURCE SPEC	F	BIA	MTFBA		DESIMON	MARTHA	DESIMON, MARTI
0-135	HAMPTON, HOLLY	GIS SPECIALIST	F	BLM	IDTFD		HAMPTON	HOLLY	HAMPTON, HOLLY

Manage Resource - Edit Mode

Person Contracted * Kind/Position FFT2 FIREFIGHTER, TYPE 2 Agency FS

* Request Number C:11.17 * Resource Name DAVIS, HENRY * Status C

* Account Code PTABCD Actual Release Date / / Actual Release Time . : .

Plans Cost

S/T, T/F Parent NW REGULARS #3 Mobilization Date 05/18/2010 Incident Card #

Check-in Date 05/19/2010 First Work Day 05/20/2010 Remarks

Check-in Time 12:21 Length of Assignment (Days) 14

Num Personnel 0 Demobilization Date 06/03/2010

3. Click the **Save and Next** button. Each time you click the **Save and Next** button, the system saves the status change and any other changes made to the resources information. The system then automatically moves to the next selected resource and defaults the status for that resource to **C**.

Original Order/Request Number MT-LNF-0000C

Previous Next **Save & Next** Roster

Managing Data and Resources

This section explains how to use the Resources module to add and manage data.

Adding Resources Using ICS 211 or Check-In Form

Follow the steps in this section to add resource items such as Aircraft, Overhead, Crews, and Equipment using an ICS 211 or optional Check-In form:

1. Click the **Resources** button in the toolbar to open the **Resources** window.
2. Click the **Add** button in the **Main** toolbar to add a new resource. A **Manage Resource - Add Mode** area displays at the bottom of the window when you click this button:

3. In the **Manage Resource – Add Mode** area, enter or select the following information, as appropriate. See "Editing Common Data" on page 16
 - *Request Number
 - *Account Code
 - Person - checked, if applicable
 - Contracted - checked, if applicable
 - *Resource Name
 - *Kind/Position
 - Trainee - checked, if applicable
 - *Status

When the **D** status is selected, the **Actual Release Date** is required.

- Unit ID (Optional)
- Agency (Optional)
- *Configuration
- Actual Release Date (Optional)
- Actual Release Time (Optional)

A label preceded by an asterisk (*) indicates that the information is required.

When the **Person** option is checked, the **Resource Name** box is replaced with **Last Name** and **First Name** text boxes and an **Other Quals** box displays. Either a **Last Name** OR a **First Name** is required for a person. You do not need to define both in order to save the record.

The **Agency** and **Unit ID** are important fields, but they are not required. Entering

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incorrect data in these fields is worse than having no data defined. An incorrect **Agency** code will generate incorrect **Cost** data.

4. On the **Plans** tab, complete the following information, as needed:

The **Plans** tab only displays at the bottom of the Resources window if the user has Resource rights.

- Check-In Date

When the Check-In Date is more than 5 days prior to the system date, a warning message will be displayed.

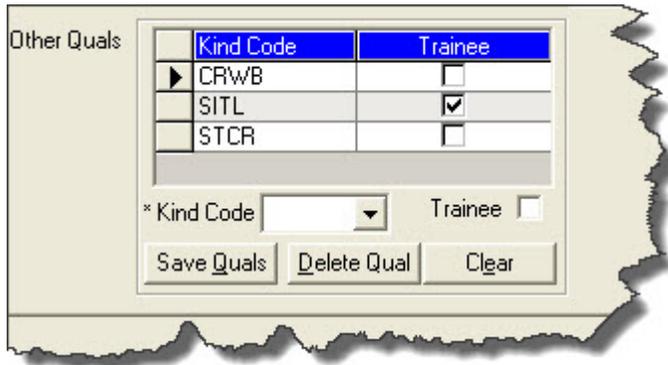
- Check-In Time
- Num Personnel
- Demob City
- Demob State
- Jetport
- Travel Method
- Travel Questions

To answer Travel Questions, click the **Travel Questions** button that displays beneath the **Travel Method** box. If the answer to a question is **Yes**, click to check the checkbox next to the question. Click the **Save** button to save the responses to the Travel Questions.

- Mobilization Date
- First Work Day
- Length of Assignment (Days)
- Other (1, 2, & 3)
- Vehicle ID
- Original Order/Request Number
- Incident Card #

The **Incident Card #** is only applicable for the **Supply Pilot Release**. If your team is currently part of the Supply Pilot, you can either enter the incident card number for a resource into the **Incident Card #** box or scan the number on the resource's incident card. If you enter the number, you only need to enter the actual numeric digit. You do not need to enter any leading zeros or the underscore and letter at the beginning of the number (e.g., for the number **_P000000004**, you would only need to enter 4).

- Plans Remarks
5. To enter **Other Quals** for a person, move to the **Other Quals** area on the **Plans** tab:



- a. Select a kind code from the **Kind Code** drop-down list.
- b. If the person is a trainee for the selected **kind code**, click the **Trainee** option.
- c. To save the **Other Quals** you defined, click the **Save Quals** button.
- d. To delete the **Other Quals** you defined, click the **Delete Qual** button.
6. Click the **Save** button to save the resource.
7. When the **Data Saved** window displays, click the **OK** button to close the window.

Rostering a Resource

To roster a resource, complete the following steps:

Resources cannot be rostered to a person.

1. Click the **Roster** button at the bottom of the window.



2. In the **Roster Resource – Add Mode** area, enter the appropriate information for the person being rostered to the resource including:
 - *Request Number
 - Leader checkbox (Optional)
 - *Last Name
 - *First Name
 - *Kind/Position
 - Trainee checkbox (Optional)
 - *Status

When the **D** status is selected, the **Actual Release Date** is required.

- Unit ID (Optional)
- Agency (Optional)

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- Actual Release Date (Optional)
 - Actual Release Time (Optional)
 - *Time information
3. On the **Plans** tab, complete the following information, as needed:
- Check-in Date
 - Check-in Time
 - Demob City
 - Demob State
 - Jetport
 - Travel Method
 - Mobilization Date
 - First Work Day
 - Length of Assignment (Days)
 - Demobilization Date
 - Other 1
 - Other 2
 - Other 3
 - Vehicle ID
 - Original Order/Request Number
 - Incident Card #

The **Incident Card #** is only applicable for the **Supply Pilot Release**. If your team is currently part of the Supply Pilot, you can either enter the incident card number for a resource into the **Incident Card #** box or scan the number on the resource's incident card. If you enter the number, you only need to enter the actual numeric digit. You do not need to enter any leading zeros or the underscore and letter at the beginning of the number (e.g., for the number `_P000000004`, you would only need to enter 4).

- Plans Remarks
 - Other Quals
4. On the **Time** tab, enter the appropriate information for the person being rostered to the resource.

The **Time** tab only displays if the user has **Time** rights . For more information about adding Time data, refer to the section, Defining Personnel Time, in the *Time User Guide*.

Click the **Members to Fed** button to automatically assign an **Employment Code** of **Fed** to any rostered person who does not have an **Employment Code** assigned.

You can change the **Members to Fed** button to the **Members to Other** button by clicking the arrow next to the button and selecting **Other** from the list that displays. When you click the **Members to Other** button, an **Employment Code** of **Other** is assigned to any rostered person who does not have an **Employment Code** assigned.

5. On the **Cost** tab, enter the appropriate information for the person being rostered to the resource.

The **Cost** tab only displays if the user has **Cost** rights. For more information about adding Cost data, refer to the section, Cost Resources, in the *Cost User Guide*.

6. After the appropriate information is defined, click the **Save** button to save the **Roster** information.

Creating a Strike Team/Task Force Parent Record

There are two methods you can use to create a strike team/task force.

- Use the first method when a group of resources not currently defined in the database is ordered as a strike team/task force. See "Method 1 - Attach Strike Team/Task Force to Parent Record" on page 24.
- Use the second method when assembling a strike team/task force from resources that already exist in the I-Suite database. See "Method 2 - Attach Existing Resources to Strike Team/Task Force" on page 24.

Both methods require you to create a parent record or place holder. You will then need to add or attach the strike team/task force components to the parent record. Follow the steps in this section to create the parent record for the strike team or task force:

1. Click the **Resources** button in the toolbar to open the **Resources** window.
2. Click the **Add** button to add a new record.
3. On the **Manage Resource – Add Mode** window, enter the appropriate information, including ALL required information. See "Editing Common Data" on page 16
 - When selecting the **Kind/Position**, select a type applicable to the type of Strike Team (e.g. select "ES3" for a type 3 strike team).
 - When selecting the **Configuration**, select **S/T**. 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.



- If tabs display at the bottom of the window (Plans, Time, Cost), complete the information, as appropriate.
4. To complete the Strike Team/Task Force parent record, continue with See "Method 1 - Attach Strike Team/Task Force to Parent Record" on page 24 or See "Method 2 - Attach Existing Resources to Strike Team/Task Force" on page 24.

Chapter 6: Managing Data & Resources

Method 1 - Attach Strike Team/Task Force to Parent Record

Use Method 1 to add strike team or task force components that do not already exist in the I-Suite database.

If you add the strike team leader last, you will not have to change the kindcode.

1. On the **Resources** window, click the **Add New Component** button.

The **Add New Component** button only displays when **S/T** or **T/F** is selected in the **Configuration** field.

2. When the message displays indicating that you must save the resource to add the component, click **Yes** to save the parent record.
3. When the **Data Saved** message displays, click the **OK** button to display the **Add New Strike Team/Task Force** window.
4. On the **Add New Strike Team/Task Force Component** window, complete the common information, as needed. See "Editing Common Data" on page 16

Configuration will default to **C** for component.

In the **Num Personnel** box, type the total number of people on the strike team component.

5. If the **Plans** tab displays at the bottom of the window, complete the information, as needed.
6. **Roster** crew members, as needed.
7. To save the **Strike Team/Task Force Component** after entering the appropriate information, click the **Save** button.
8. On the **Data Saved** message box, click the **OK** button.
9. Continue adding components, as needed.
10. After adding the final component, click the **Close** button.

Several boxes are completed by I-Suite based on the parent record. Review this information for accuracy. Also, make sure to change the kind code when rostering people, if needed.

Method 2 - Attach Existing Resources to Strike Team/Task Force

Use Method 2 to add strike team or task force components that already exist in the I-Suite database. Follow the steps in this section to use Method 2 to add strike team or task force components to a parent record:

1. On the **Resources** window, click the **Add Existing Resource/Remove Component** button.

2. When the message displays indicating that you must save the resource to add the component, click **Yes** to save the parent record.
3. When the **Data Saved** window displays, click the **OK** button to display the **Add Existing Strike Team/Task Force Components** window.
4. On the **Add Existing Strike Team/Task Force Component** window, click a resource listed in the grid. Then click the **Add** button to add the resource to the Strike Team/Task Force.
5. Repeat step 4 for each resource you want to add to the Strike team/Task Force.

If you want to remove a resource that was added to the Strike/Team Task force, click the resource in the grid at the top of the window. Then click the **Remove Component(s)** button that displays beneath the grid.

6. After adding all of the appropriate components to the strike team/task force, click the **Close** button.

Chapter 7

Printing T-Card Labels

Follow the steps in this section to print **T-Card** labels.

1. Click the **Resources** button to open the **Resources** window.
2. In the **Resources** grid, click the resource for which you are creating the T-Card.
3. Click the **T-Card** button in the toolbar. The **T-Card Label** is sent to your default printer.

Chapter 8

Printing Plans Reports

Follow the steps in this section to print **Plans Reports** for resources:

1. Click the **Reports** button in the toolbar at the top of the window. The **Plans Report** window displays.
2. Click one of the following options to identify the type of information you want to include on the report:
 - Aircraft Report See "Aircraft Report" on page 27
 - Crew Report See "Crew Report" on page 28
 - Equipment Report See "Equipment Report" on page 30
 - Overhead Report See "Overhead Report" on page 31
 - 209 Resource List See "209 Resource List" on page 32
 - Qualifications Report See "Qualifications Report" on page 32
 - Section Report See "Section Report" on page 33
 - Strike Team/Task Force Report See "Strike Team/Task Force Report" on page 34
 - Crew Roster Report [crewstreport](#) See [Crew Roster Report](#)

Aircraft Report

This report identifies the aircraft available for the incident. To generate an Aircraft Report, complete the following steps:

1. On the **Plans Report** window, click the **Aircraft Report** option to display the **Report Settings**.

Chapter 8: Printing Plans Reports

Report Settings

Select

- Checked-in, pending, staging
- Demobed, reassigned
- Pending demob
- Not demobed
- Filled
- All resources

Sort

- AgreementNum
- AssignDate
- CheckinDate
- CheckinTime
- Configuration
- ContractorName
- DemobCity
- DemobDate
- DemobState
- IncidentName
- IncidentNumber
- Jetport
- KindCode

Include strike team/task force components Subtotals on first sort

2. Under **Select**, click one of the following options to only include resources that meet that criteria:
 - Check-in, pending, staging
 - Demobed, reassigned
 - Pending demob
 - Not demobed
 - Filled
 - All resources
3. Under **Sort**, double click to select the sorts to use when creating the report. Select the sort options in the order in which you want the information sorted.
4. If you want to include the Strike Team/Task Force Components in the report, click to check the **Include strike team/task force components** checkbox.
5. If you want to include sub-totals for the first sort that you selected, click to check the **Subtotals on first sort** checkbox.
6. To preview and then print the report, click the **Preview** button. Then click the **Print Report** button.
7. To print the report without previewing, click the **Print** button.

Crew Report

This report identifies the crews available for the incident. To generate a Crew Report, complete the following steps:

1. On the **Plans Report** window, click the **Crew Report** option display the **Report Settings**.

Report Settings

Select

- Checked-in, pending, staging
- Demobed, reassigned
- Pending demob
- Not demobed
- Filled
- All resources

Sort

- AgreementNum
- AssignDate
- CheckinDate
- CheckinTime
- Configuration
- ContractorName
- DemobCity
- DemobDate
- DemobState
- IncidentName
- IncidentNumber
- Jetport
- KindCode

Include strike team/task force components Subtotals on first sort

2. Under **Select**, click one of the following options to only include resources that meet that criteria:
 - Check-in, pending, staging
 - Demobed, reassigned
 - Pending demob
 - Not demobed
 - Filled
 - All resources
3. Under **Sort**, double click to select the sorts to use when creating the report. Click the sort options in the order in which you want the information sorted.
4. If you want to include the Strike Team/Task Force Components in the report, click to check the **Include strike team/task force components** checkbox.
5. If you want to include sub-totals for the first sort that you selected, click to check the **Subtotals on first sort** checkbox.
6. To preview and then print the report, click the **Preview** button. Then click the **Print Report** button.
7. To print the report without previewing, click the **Print** button.

Chapter 8: Printing Plans Reports

Equipment Report

This report identifies the equipment available for the incident. To generate the Equipment Report, complete the following steps:

1. On the **Plans Reports** window, click the **Equipment Report** option to display the **Report Settings**.

Report Settings

Select

- Checked-in, pending, staging
- Demobed, reassigned
- Pending demob
- Not demobed
- Filled
- All resources

Sort

AgreementNum
AssignDate
CheckinDate
CheckinTime
Configuration
ContractorName
DemobCity
DemobDate
DemobState
IncidentName
IncidentNumber
Jetport
KindCode

>
<

Include strike team/task force components Subtotals on first sort

2. Under **Select**, click one of the following options to only include resources that meet that criteria:
 - Check-in, pending, staging
 - Demobed, reassigned
 - Pending demob
 - Not demobed
 - Filled
 - All resources
3. Under **Sort**, double click to select the sorts to use when creating the report. Click the sort options in the order in which you want the information sorted.
4. If you want to include the Strike Team/Task Force Components in the report, click to check the **Include strike team/task force components** checkbox.
5. If you want to include sub-totals for the first sort that you selected, click to check the **Subtotals on first sort** checkbox.

6. To preview and then print the report, click the **Preview** button. Then click the **Print Report** button.
7. To print the report without previewing, click the **Print** button.

Overhead Report

This report identifies the overhead personnel available for the incident. To generate an Overhead Report, complete the following steps:

1. On the **Plans Report** window, click the **Overhead Report** option display the **Report Settings**.

Report Settings

Select

- Checked-in, pending, staging
- Demobed, reassigned
- Pending demob
- Not demobed
- Filled
- All resources

Sort

- AgreementNum
- AssignDate
- CheckinDate
- CheckinTime
- Configuration
- ContractorName
- DemobCity
- DemobDate
- DemobState
- IncidentName
- IncidentNumber
- Jetport
- KindCode

Include strike team/task force components Subtotals on first sort

2. Under **Select**, double click one of the following options to only include resources that meet that criteria:
 - Check-in, pending, staging
 - Demobed, reassigned
 - Pending demob
 - Not demobed
 - Filled
 - All resources
3. Under **Sort**, double click to select the sorts to use when creating the report. Click the sort options in the order in which you want the information sorted.

Chapter 8:Printing Plans Reports

4. If you want to include the Strike Team/Task Force Components in the report, click to check the **Include strike team/task force components** checkbox.
5. If you want to include sub-totals for the first sort that you selected, click to check the **Subtotals on first sort** checkbox.
6. To preview and then print the report, click the **Preview** button. Then click the **Print Report** button.
7. To print the report without previewing, click the **Print** button.

209 Resource List

This report contains ICS-209 information for Block 29 of the FAMWEB ICS 209 generated by the Situation Unit Leader.

The 209 Report uses the number of people from the Strike Team/Task Force parent.

When the **Manage All Incidents as One** option is selected, the 209 Resource List will include data for all incidents in the database.

To generate the 209 Resource List, complete the following steps:

1. On the **Plans Report** window, click **209 Resource List**.
2. To preview and then print the report, click the **Preview** button. Then click the **Print Report** button.
3. To print the report without previewing, click the **Print** button.

Qualifications Report

This report identifies the positions/kind codes defined in the I-Suite system and those resources that are assigned to the positions. To generate the Qualifications Report, complete the following steps:

1. On the **Plans Report** window, click **Qualifications Report** to display the **Report Settings**.

Report Settings

Filter

Kind Search

All Kinds

Kind Codes

- AA
- AAML
- ABII
- ABRO
- ACAC
- ACCO**
- ACCT
- ACCP
- ACDR

>

<

Selected Kinds

Additional Filters

Exclude Trainees

Trainees Only

2. To include **All Kinds** in the report, click to check the **All Kinds** checkbox.

To include specific kind codes in the report, double click the code you want to include to move it from the **Kind Codes** list to the **Selected Kinds** list.

To search for a code listed under **Kind Codes**, enter the code in the **Kind Search** box. The application automatically highlights the code that matches your search term. Double click the kind code or click the > button to add it to the **Selected Kinds** list.

3. If you do not want to include trainees in the report, click to check the **Exclude Trainees** checkbox.
4. If you only want to include trainees in the report, click to check the **Trainees Only** checkbox.
5. To preview and then print the report, click the **Preview** button. Then click the **Print Report** button.
6. To print the report without previewing, click the **Print** button.

Section Report

This report identifies those resources assigned to different sections (e.g. Command Staff, Operations Section, etc.). To generate a Sections Report, complete the following steps:

1. On the **Plans Report** window, click **Section Report** display the **Report Settings**.

Chapter 8: Printing Plans Reports

Report Settings

Sort

Agency ▲
AgreementNum
AssignDate
CheckinDate
CheckinTime
Configuration
ContractorName
DemobCity
DemobDate ▼

>
<

RequestNumber

Include strike team/task force components

2. Under **Sort**, double click to select the sorts to use when creating the report. Click the sort options in the order in which you want the information sorted.
3. If you want to include the Strike Team/Task Force Components in the report, click to check the **Include strike team/task force components** checkbox.
4. To preview and then print the report, click the **Preview** button. Then click the **Print Report** button.
5. To print the report without previewing, click the **Print** button.

Strike Team/Task Force Report

This report identifies the Strike Teams and Task Forces currently defined in the I-Suite System. To generate a Strike Team/Task Force Report, complete the following steps:

1. On the **Plans Report** window, click **ST/TF Report** to display the **Report Settings**.

Reports

- Aircraft Report
- Crew Report
- Equipment Report
- Overhead Report
- 209 Resource List
- Qualifications Report
- Section Report
- ST/TF Report
- Crew Roster

Report Settings

Select

Request #	Name
E-4	SAN DIEGO S/T 6631C
E-8	SONORA S/T 9440C

Select All

Close Preview Print

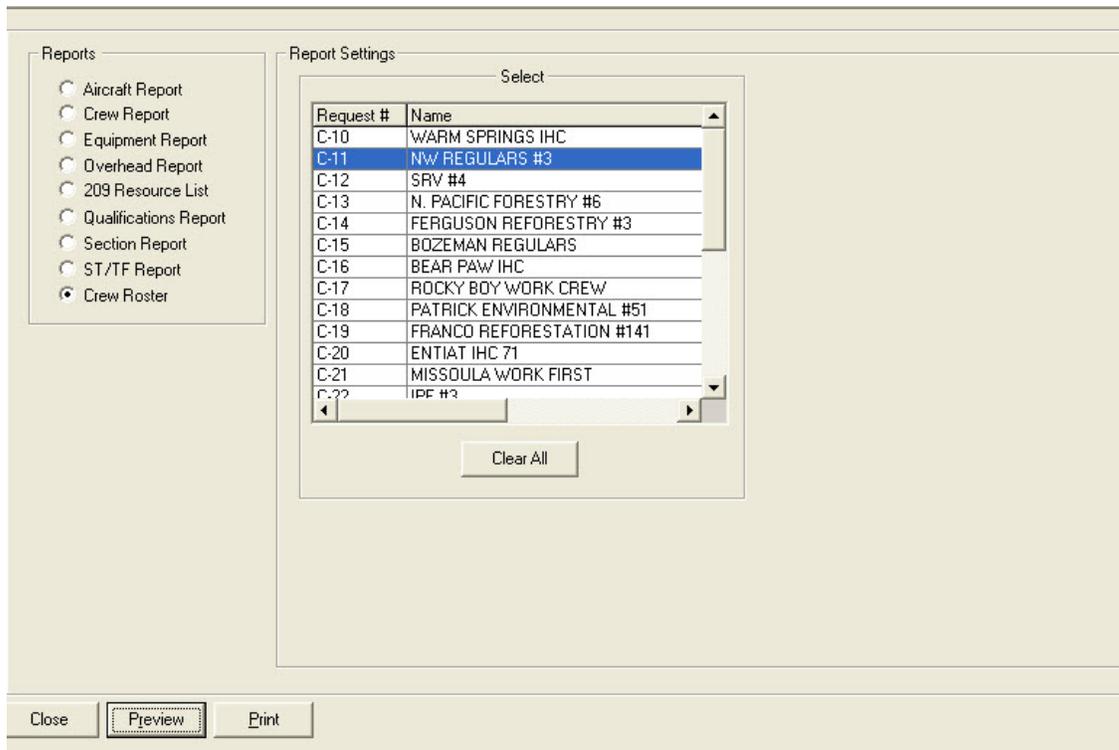
2. Under **Select**, click the strike teams and task forces to include in the report. To include more than one strike team or task force, hold down the **Ctrl** key and click each one you want to include. To include all strike teams or task forces, click the **Select All** button.
3. To preview and then print the report, click the **Preview** button. Then click the **Print** button.
4. To print the report without previewing, click the **Print** button.

Crew Roster Report

This report identifies all crews currently defined in the I-Suite system. To generate a Crew Roster Report, complete the following steps:

Chapter 8: Printing Plans Reports

1. On the **Plans Report** window, click **Crew Roster** to display the **Report Settings**.



2. Under **Select**, click the crew(s) to include in the report. To include more than one crew, hold down the **Ctrl** key and click each one that you want to include. To include all crews, click the **Select All** button.
3. To preview and then print the report, click the **Preview** button. Then click the **Print** button.
4. To print the report without previewing, click the **Print** button.

Chapter 8

Plans Report Descriptions

The following Plans Reports are available in I-Suite:

Aircraft Report

This report identifies the aircraft available for the incident. You can print the report for:

- aircraft that is checked-in, pending, or in staging,
- demobed or reassigned aircraft,
- aircraft pending demob,
- aircraft that was not demobed,
- filled aircraft assignments,
- or all aircraft resources.

Crew Report

This report identifies the crews available for the incident. You can print the report for:

- crews that are checked-in, pending, or in staging
- demobed or reassigned crews,
- crews pending demob,
- crews that were not demobed,
- filled crew assignments,
- or all crew resources.

Equipment Report

This report identifies the equipment available for the incident. You can print the report for:

- equipment that is checked-in, pending, or in staging,
- demobed or reassigned equipment,
- equipment pending demob,
- equipment that was not demobed,

Chapter 9: Plans Reports

- filled equipment assignments,
- or all equipment resources.

Overhead Report

This report identifies the overhead personnel available for the incident. You can print the report for:

- overhead personnel that are checked-in, pending, or in staging,
- demobed or reassigned overhead personnel,
- overhead personnel pending demob,
- overhead personnel that was not demobed,
- filled overhead personnel assignments,
- or all overhead personnel resources.

209 Resource List

This report contains ICS-209 information for Block 29.

Qualifications Report

This report identifies the positions/kind codes defined in the I-Suite system and those resources that are assigned to the positions. The information in this report includes:

- the position and kind code,
- the request number assigned to the resource,
- the name of the resource assigned to the position,
- identification of trainee resources,
- the code for the agency assigned to the resource,
- the section assigned to the resource,
- and the demobilization date for the resource.

Section Report

This report identifies those resources assigned to different sections (i.e. Command Staff, Operations Section, etc.).

ST/TF Report

This report displays the Strike Team or Task Force and all the components within that Strike Team or Task Force. You can select one, multiple, or all Strike Teams and Task Forces.

Crew Roster

This report displays the Crew(s) and all the components within that Crew. You can select one, multiple, or all Crews.

Appendix A

Revision History

<u>Revision Date</u>	<u>Revision Summary</u>
2011-03-02	Revised instructions for the 11.01.00 version of I-Suite.
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.
2008-04-25	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.
2007-01-10	Revised instructions based on changes received for Training Manuals.
2006-12-04	Revised instructions by adding more detail and graphics.
2006-06-12	Added instructions for printing T-Card labels and revised instructions for the 6.02 version of I-Suite.
2006-04-17	Revised instructions for the new I-Suite 2006 application.
2005-02-28	Revised instructions for the new I-Suite website and to reflect changes in procedures from the June and August 2004 I-Suite releases.

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