



# DATA ADMIN GUIDE

**Version 9.01.00**

Friday, May 01, 2009

# Table of Contents

<b>Data Administration</b> .....	<b>3</b>
<b>Manage Incident Data</b> .....	<b>4</b>
Adding Incident Data.....	4
Managing Accounting Codes .....	5
<b>Manage Lookup Tables</b> .....	<b>7</b>
Managing Lookup Tables .....	7
209 Codes Lookup Table.....	8
Agency Codes Lookup Table .....	8
Agency Group Lookup Table .....	9
Home Unit Lookup Table.....	10
Jetport Lookup Table.....	10
Kind Codes Lookup Table.....	11
Kind Group Lookup Table .....	15
State Lookup Table.....	16
Deleting Non-Standard Lookup Codes.....	16
<b>Revision History</b> .....	<b>18</b>
<b>Create a Resource Kind</b> .....	<b>19</b>
<b>Index</b> .....	<b>20</b>



## Chapter 1

### Data Administration

The **Data Admin** User Manual explains how to use **Data Admin** to manage incidents, accounting codes, and lookup tables. Information entered in **Data Admin** is shared with other I-Suite modules, including:

- Resources
- Demob
- Incident Action Plan (IAP)
- Time
- Cost
- Supply

Topics in this section include the following:

- Manage Incident Data (See Page 4)
- Manage Lookup Tables (See Page 7)

## Chapter 3

### Manage Incident Data

This section explains how to manage incident data.

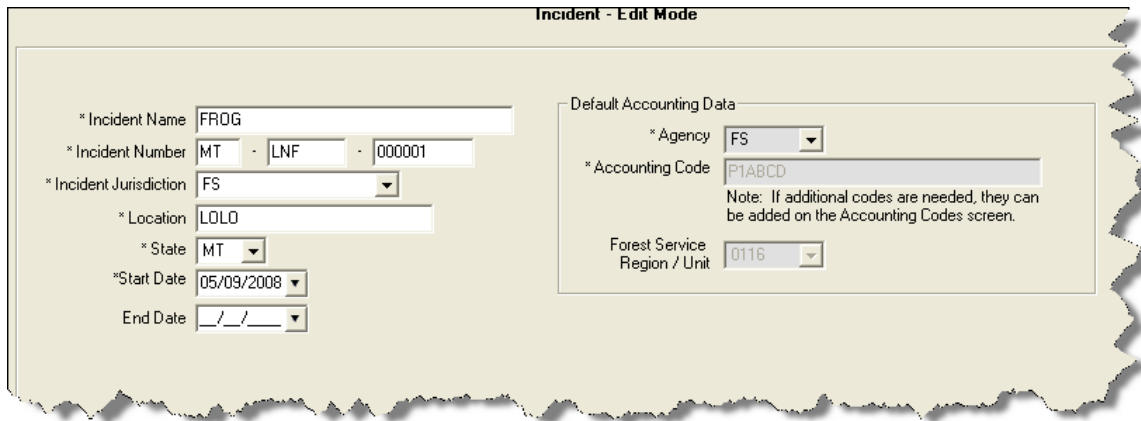
#### Adding Incident Data

Follow the steps in this section to add a new incident to the **Incident Data**:

Multiple incidents can be included in one database. Each incident must have a default accounting code.

Required information is identified with an asterisk (\*) before the label.

1. From the **Modules** drop-down menu, select the **Data Admin** option. The **Data Admin** window displays.
2. Click the **Incident Data** tab.
3. Click **Incident** in the **Feature** box to display the **Incident** area at the bottom of the window.



The screenshot shows the 'Incident - Edit Mode' window. It contains several input fields and dropdown menus. On the left, there are fields for: \* Incident Name (text box with 'FROG'), \* Incident Number (three text boxes: 'MT', 'LNF', and '000001'), \* Incident Jurisdiction (dropdown menu with 'FS'), \* Location (text box with 'LOLO'), \* State (dropdown menu with 'MT'), \* Start Date (dropdown menu with '05/09/2008'), and End Date (text box with '/ /'). On the right, there is a 'Default Accounting Data' section with: \* Agency (dropdown menu with 'FS'), \* Accounting Code (text box with 'P1ABCD'), and Forest Service Region / Unit (dropdown menu with '0116'). A note below the Accounting Code field reads: 'Note: If additional codes are needed, they can be added on the Accounting Codes screen.'

4. In the **Incident Name** box, type the name to assign to the incident.
5. In the first **Incident Number** box, enter the two letter abbreviation for the state. In the second box, enter the Unit ID. In the third box, enter the number assigned to the incident.

The **Incident Number** must be unique to the database. If there is another incident in the database with the same **Incident Number**, an error message will display when you click the **Save** button and the record will not be saved.

6. From the **Incident Jurisdiction** drop-down list, select the agency that has jurisdiction for the incident.

The **Incident Jurisdiction** facilitates cost accrual category decisions.

7. Enter the **Location** of the incident.
8. From the **State** drop down list, select the state where the incident occurred
9. Enter the Incident **Start Date**.
10. When the incident has ended, you can define an end date in the **End Date** field. An entry in this field is not required.
11. From the **Agency Code** drop-down, select the agency to assign to the incident.

An **Agency** is required. You cannot define an **Accounting Code** until an **Agency** is selected.

12. In the **Accounting Code** box, enter the accounting code to assign to the incident.

You must first select an **Agency** before you can define an **Accounting Code**.

If the **Accounting Code** was defined for a different Incident in the database, a warning message displays when you click the **Save** button. If you still want to assign the **Accounting Code** to the incident, click the **OK** button on the message window.

13. If you selected the **FS Agency**, a **Region / Unit** drop-down list is available. Select the appropriate region or unit code from this drop-down.

The **Region / Unit** is NOT required. If a **Region / Unit** is selected, it prints on the **OF-288** in **Block 3** (Unit 1 Acct Code).

14. Click the **Save** button to save the new incident.

If you want to edit an existing incident, click the incident in the **DataAdmin** grid. Then make the appropriate changes to the incident.

When you are editing an incident, you cannot change the **Agency**, **Region/ Unit Code** or **Accounting Code** on the **Incident** window. You must make the changes on the **Accounting Codes** window.

## Managing Accounting Codes

Use caution when adding or editing accounting codes, since changes in accounting codes will impact all users.

1. From the **Modules** drop-down menu, select the **Data Admin** option to open the **Data Admin** window.
2. Click the **Incident Data** tab.

3. Click the **Accounting Code** option under **Feature** to open the **Accounting Codes** area at the bottom of the window.

The screenshot shows a window titled "Accounting Codes - Edit Mode". It contains the following fields and controls:

- \* Incident Name: A dropdown menu with "FROG" selected.
- \* Agency: A dropdown menu with "FED" selected.
- \* Accounting Code: A text input field containing "P1ABCD".
- Regions / Unit: A dropdown menu.
- Incident Default: A checked checkbox.
- Accrual Override Code: A dropdown menu with the text "(For Cost use only)" to its right.

4. Select the incident for which you want to display accounting codes from the **Incident** drop-down list at the top of the window.
5. From the **Agency Code** drop down list, select the appropriate agency.
6. In the **Accounting Code** box, type the accounting code for the incident.

If the **Accounting Code** was defined for a different Incident in the database, a warning message displays when you click the **Save** button. If you still want to assign the **Accounting Code** to the incident, click the **OK** button on the message window.

When you add an accounting code for an incident that has an accounting code with the same agency already defined, you must confirm that you want to add an accounting code with the same agency for that incident when you save the accounting code.

7. If you selected the **FS Agency**, a **Regions / Unit Code** drop-down list is available. Select the appropriate region or unit code from this drop-down.
8. To set the new accounting code as the default accounting code for the selected incident, click to check the **Incident Default** checkbox.
9. If you want to assign an accrual override code to the accounting code for **Cost** purposes, select the code from the **Accrual Override Code** drop-down list.
10. Click the **Save** button to save the accounting code.

If you want to edit an accounting code, click the code in the **Accounting Codes** grid. Then make the appropriate changes to the code.

## Chapter 2

### Manage Lookup Tables

Lookup Tables define the options available in drop-down lists within the I-Suite system. This section explains how to manage **Lookup Tables**.

When I-Suite is installed, the **Lookup Tables** contain **Standard** options, which cannot be edited. You can add new options to the **Lookup Tables** and edit any non-standard options in the **Lookup Tables**. All of the options that were added to the **Lookup Tables** by a user are considered **Non-Standard** options.

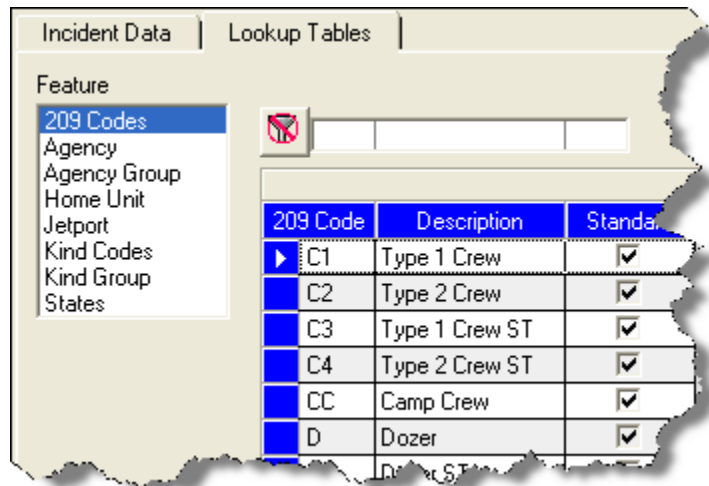
You cannot edit an option in a **Lookup Table** when the **Standard** checkbox is checked for a particular data item. **Standard** indicates that the row of data is standard in that version of the database

Use caution when making any changes to lookup tables since changes to lookup tables will impact all users.

### Managing Lookup Tables

Follow the steps in this section to manage lookup tables:

1. From the **Modules** drop-down menu, select the **Data Admin** option. The **Data Admin** window displays.
2. Click the **Lookup Tables** tab.



3. Under **Feature**, click a lookup table. When you select a lookup table, the system automatically displays codes defined for that table in the grid to the right. Text boxes for the lookup table display at the bottom of the window.

4. Click a code in the grid, to display information for that code in the text boxes at the bottom of the window.
5. To edit the information defined for a code, enter the appropriate data into the text boxes.

To create a new code, do not select a code in the grid. Then enter the appropriate information for the new code in the boxes at the bottom of the window.

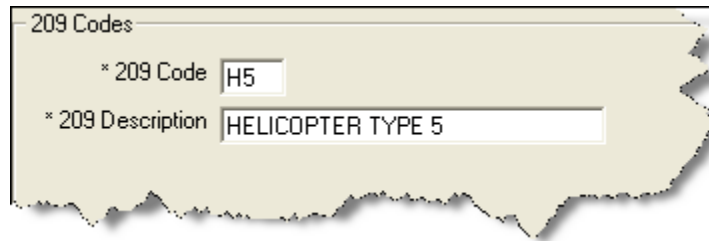
6. After entering all required information and any optional information, click the **Save** button to save your changes.

You cannot edit lookup data when the **Standard** option is checked for a particular data item. **Standard** indicates that the row of data is standard in that version of the database.

## 209 Codes Lookup Table

Follow the steps in this section to add a new **209 Code** to the **Lookup** table:

1. From the **Modules** drop-down menu, select the **Data Admin** option. The **Data Admin** window displays.
2. Click the **Lookup Tables** tab to select it.
3. Under **Feature**, click **209 Codes**. A **209 Code** area displays at the bottom of the window:



The screenshot shows a window titled "209 Codes" with a light beige background. It contains two text input fields. The first field is labeled "\* 209 Code" and contains the text "H5". The second field is labeled "\* 209 Description" and contains the text "HELICOPTER TYPE 5".

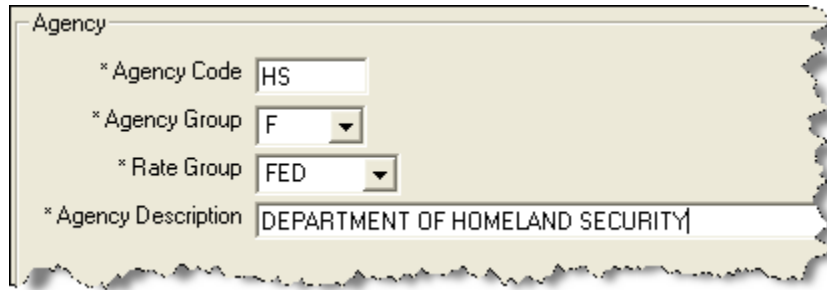
4. Click the **Add** button.
5. In the **209 Code** box, type the new code.
6. In the **209 Description** box, type a description of the 209 code.
7. Click the **Save** button to save the 209 code to the **Lookup** table.

## Agency Codes Lookup Table

Follow the steps in this section to add a new **Agency Code** to the **Lookup Table**:

1. From the **Modules** drop-down menu, select the **Data Admin** option. The **Data Admin** window displays.
2. Click the **Lookup Tables** tab to select it.

- Under **Feature**, click **Agency**. An **Agency** area displays at the bottom of the window:



The screenshot shows a form titled "Agency" with the following fields:

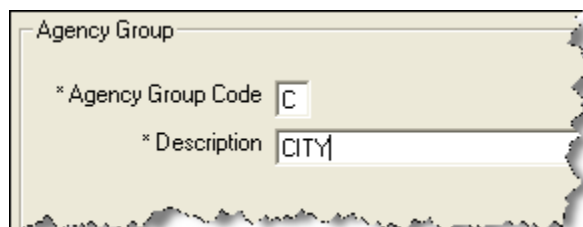
- \* Agency Code: Text box containing "HS"
- \* Agency Group: Drop-down menu showing "F"
- \* Rate Group: Drop-down menu showing "FED"
- \* Agency Description: Text box containing "DEPARTMENT OF HOMELAND SECURITY"

- Click the **Add** button.
- In the **Agency Code** box, type the code to assign to the agency.
- From the **Agency Group** drop-down list, select the appropriate group for the agency.
- From the **Rate Group** drop-down list, select one of the following rate groups to assign to the agency:
  - **CITY** - City Rate Group
  - **CNTY** - County Rate Group
  - **CONT** - Contract Rate Group
  - **FED** - Federal Rate Group
  - **OTH** - Other Rate Group
  - **ST** - State Rate Group
- In the **Agency Description** box, enter a description of the agency.
- Click the **Save** button to save the agency code to the **Lookup** table.

## Agency Group Lookup Table

Follow the steps in this section to add a new group to the **Agency Group Lookup Table**.

- From the **Modules** drop-down menu, select the **Data Admin** option. The **Data Admin** window displays.
- Click the **Lookup Tables** tab to select it.
- Under **Feature**, click **Agency Group**. An **Agency Group** area displays at the bottom of the window.



The screenshot shows a form titled "Agency Group" with the following fields:

- \* Agency Group Code: Text box containing "C"
- \* Description: Text box containing "CITY"

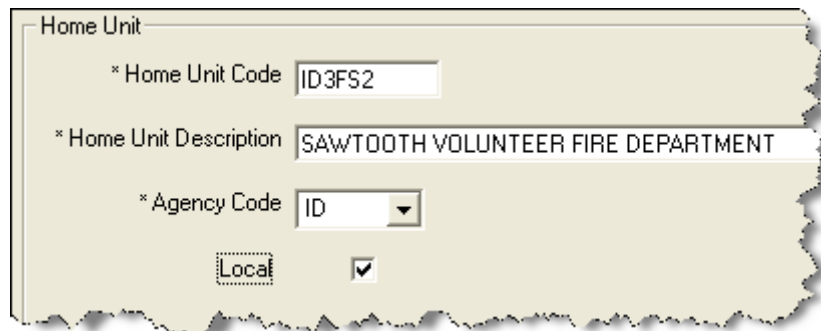
- Click the **Add** button.

5. In the **Agency Group** box, type the code to assign to the group. The code can only contain one character.
6. In the **Description** box, type a description of the **Agency Group**.
7. Click the **Save** button to save the **Agency Group** to the **Lookup Table**.

## Home Unit Lookup Table

Follow the steps in this section to add a new **Home Unit** to the **Lookup Table**:

1. From the **Modules** drop-down menu, select the **Data Admin** option. The **Data Admin** window displays.
2. Click the **Lookup Tables** tab to select it.
3. Under **Feature**, click **Home Unit**. A **Home Unit** area displays at the bottom of the window.



The screenshot shows a form titled "Home Unit" with the following fields and controls:

- \* Home Unit Code: Text input field containing "ID3FS2".
- \* Home Unit Description: Text input field containing "SAWTOOTH VOLUNTEER FIRE DEPARTMENT".
- \* Agency Code: Drop-down menu showing "ID".
- Local: A checkbox labeled "Local" which is checked.

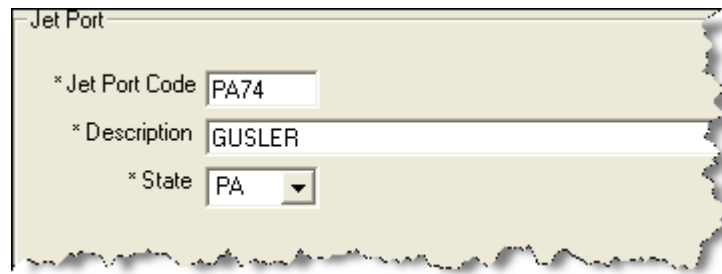
4. Click the **Add** button.
5. In the **Home Unit** box, type the code to assign to the home unit.
6. In the **Home Unit Description** box, type a description of the home unit.
7. From the **Agency Code** drop-down list, select the agency to assign to the home unit.
8. If the **Home Unit** is **Local**, click to check the **Local** checkbox.
9. Click the **Save** button to save the **Home Unit** to the **Lookup Table**.

## Jetport Lookup Table

Follow the steps in this section to add a new **Jetport** to the **Lookup Table**:

1. From the **Modules** drop-down menu, select the **Data Admin** option. The **Data Admin** window displays.
2. Click the **Lookup Tables** tab to select it.

- Under **Feature**, click **Jetport**. A **Jetport** area displays at the bottom of the window.



Jet Port

\* Jet Port Code

\* Description

\* State

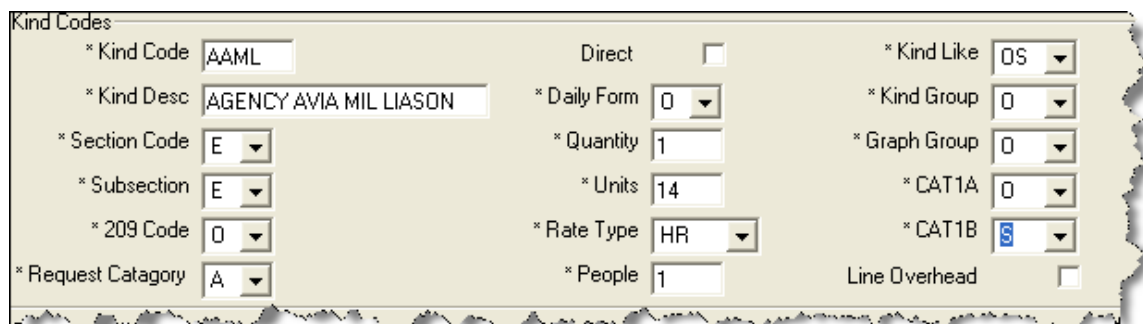
- Click the **Add** button.
- In the **Jetport Code** box, type the code to assign to the jetport.
- In the **Description** box, type a description of the jetport.
- From the **State** drop-down list, select the state where the jetport is located.
- Click the **Save** button to save the **Jetport** to the **Lookup Table**.

## Kind Codes Lookup Table

Follow the steps in this section to add a new **Kind Code** to the **Lookup Table**:

A straightforward rule-of-thumb when creating a new kind code is to identify a resource similar in values to the new kind and use that code for a model. For example, an ATV is similar to a four-wheeler, or a golf cart is like a potable-water tender.

- From the **Modules** drop-down menu, select the **Data Admin** option to open the **Data Admin** window.
- Click the **Lookup Tables** tab to select it.
- Under **Feature**, click **Kind Codes**. A **Kind Codes** area displays at the bottom of the window.



Kind Codes

\* Kind Code  Direct

\* Kind Desc  \* Daily Form

\* Section Code  \* Quantity

\* Subsection  \* Units

\* 209 Code  \* Rate Type

\* Request Catagory  \* People

\* Kind Like

\* Kind Group

\* Graph Group

\* CAT1A

\* CAT1B

Line Overhead

- Find a resource that is similar to the new **Kind** you are creating and write down the specific **Quantity**, **Units**, and **Categories** assigned to this resource.
- Click the **Add** button.
- In the **Kind Code** box, type the code to assign to the resource kind.

7. In the **Kind Desc** box, type a description of the kind code.
8. From the **Section Code** drop-down list, select one of the following sections to assign to the kind code:

- A - Area Command
- C - Command
- F - Finance
- L - Logistics
- M - Medical
- O - Operations
- P - Plans

9. From the **Subsection** drop-down list, select one of the following subsections to assign to the kind code:

- A - Area Command
- C - Command Staff
- E - Expanded Dispatch
- F - Finance Section - Cost Unit
- F - Finance Section - Comp/Claims Unit
- F - Finance Section - Procurement Unit
- F - Finance Section - Time Unit
- F - Finance Section - Other
- L - Logistics Section - Communications Unit
- L - Logistics Section - Food Unit
- L - Logistics Section - Ground Support Unit
- L - Logistics Section - Medical Unit
- L - Logistics Section - Security
- L - Logistics Section - Supply Unit
- L - Logistics Section - Other
- O - Operations Section - Air Ops
- O - Operations Section - Divisions
- O - Operations Section - Other
- P - Plans Section - Demobilization Unit
- P - Plans Section - Documentation Unit
- P - Plans Section - Resources Unit
- P - Plans Section - Situation Unit
- P - Plans Section - Other

When assigning a Subsection to a Kind code, make sure you select the right code, based on the Subsection Description. For example, to assign a Food Unit subsection to a kind, select the L code with the Logistics Section - Food Unit description rather than the L code with the Logistics Section - Facilities Unit description.

10. From the **209 Code** drop-down list, select one of the following 209 codes to assign to the kind code:

- C1 - Type 1 Crew
- C2 - Type 2 Crew
- C3 - Type 3 Crew ST
- C4 - Type 4 Crew ST
- CC - Camp Crew
- D - Dozer
- DS - Dozer ST
- E - Engines

ES - Engines ST  
H1 - Helicopter Type 1  
H2 - Helicopter Type 2  
H3 - Helicopter Type 3  
H4 - Helicopter Type 4  
O - Overhead  
W - Water Tender

Additional, non-standard codes may also be available in the **209 Code** drop-down list.

11. From the **Request Category** drop-down list, select one of the following request categories to assign to the kind code:

A - Aircraft  
C - Crew  
E - Equipment  
I - Initial Attack  
O - Overhead  
S - Supply

12. If the kind is a **Direct Resource**, click to check the **Direct** checkbox. This option applies to the **Cost** module.

13. From the **Daily Form** drop-down, select one of the following daily forms to assign to the kind code:

A - Aircraft  
E - Fire Engines  
H - Helicopters  
O - All Others  
T - Airtankers

14. In the **Quantity** box, type the appropriate quantity for the kind code.

15. In the **Units** box, type the appropriate unit for the kind code.

16. From the **Rate Type** drop-down list, select the one of the following rates to assign to the kind code:

DAY - Daily Single Shift  
DAY2 - Daily Double Shift  
DAYN - Daily Non Hazard Rate  
EA - Each  
GAL - Gallons  
GUAR - Guarantee  
HR - Hourly Rate (Ave-Haz)  
HRNH - Hourly Rate (Ave-Non-Haz)  
MILE - Mileage  
MISC - Misc Support  
MNTH - Monthly  
OT - Overtime  
PERS - Person  
RT - Regular Time  
TRAN - Mob/Demobilization  
UNIT - Units  
WEEK - Weekly

17. In the **People** box, type the appropriate number of people for the kind code.

18. From the **Kind Like** drop-down list, select the kind code that is most like the one you are defining. The following codes are available in the drop-down list:

C3 - Hand Crew Other  
D - Dozers  
E - Engines  
T - Tractor/Plows  
W - Water Tenders  
OD - Direct Personnel  
OS - Indirect Personnel  
VE - Other Vehicles  
F - Facilities  
EQ - Other Equipment  
H1 - Heavy Heli  
H2 - Medium Heli  
H3 - Light Heli  
H4 - Other Heli  
CC - Camp Crew  
SUP - Supplies  
MC - Military Crew  
LO - Lowboy Transp  
MI - Other Support  
FW - Fixed Wing Air  
AT - Airtanker  
RET - Retardant  
BUS - Busses  
CAT - Caterer  
RES - Rescue Medical  
TRA - Mob/Demob  
C1 - Handcrew Type 1  
C2 - Handcrew Type 2  
SHW - Showers

19. From the **Graph Group** drop-down list, select one of the following graph groups to assign to the kind code:

A - Aircraft  
C - Crews  
E - Equipment  
M - Camp Support  
O - Personnel  
S - Supplies

20. From the **CAT1A** drop-down list, select one of the following codes to assign to the kind. This code is used in Cost Apportionment Summary.

A - Aircraft  
E - Crews & Equipment  
O - Overhead Support

21. From the **CAT1B** drop-down list, select one of the following codes to assign to the kind. This code is used in the Cost Apportionment Detail.

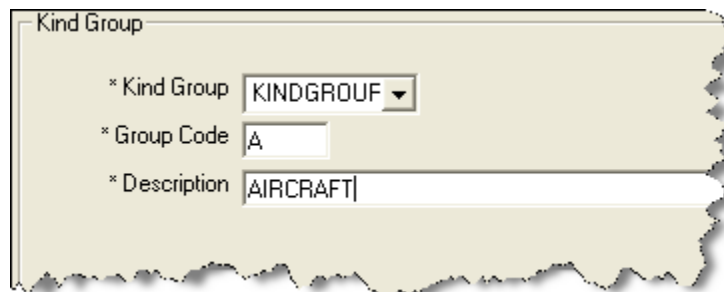
AA - Air: Retardant  
AF - Air: Fixed Wing  
AH - Air: Helicopter  
C - Crews  
E - Engine  
Q - Other Equipment  
S - Support Overhead

22. If **Line Overhead** applies, click to check the **Line Overhead** checkbox. When this checkbox is checked, the Line Overhead filter selection displays for the ICS-204.
23. Click the **Save** button to save the **Kind Code** to the **Lookup Table**.

## Kind Group Lookup Table

Follow the steps in this section to add a **Kind Group** to the **Lookup Table**:

1. From the **Modules** drop-down menu, select the **Data Admin** option to open the **Data Admin** window.
2. Click the **Lookup Tables** tab to select it.
3. Under **Feature**, click **Kind Group**. A **Kind Group** area displays at the bottom of the window.



The screenshot shows a form titled "Kind Group" with three input fields:

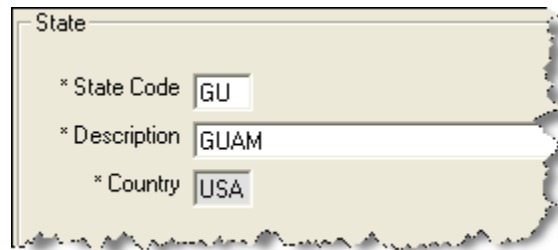
- \* Kind Group: A dropdown menu with "KINDGROUF" selected.
- \* Group Code: A text box containing "A".
- \* Description: A text box containing "AIRCRAFT".

4. Click the **Add** button.
5. From the **Kind Group** drop-down list, select the category to assign to the kind group.
6. In the **Group Code** box, type the code to assign to the kind group.
7. In the **Description** box, type a description of the kind group.
8. Click the **Save** button to save the **Kind Group** to the **Lookup Table**.

## State Lookup Table

Follow the steps in this section to add a State to the Lookup Table:

1. From the **Modules** drop-down menu, select the **Data Admin** option to open the **Data Admin** window.
2. Click the **Lookup Tables** tab to select it.
3. Under **Feature**, click **State**. A **State** area displays at the bottom of the window.



The screenshot shows a form titled "State" with three input fields. The first field is labeled "\* State Code" and contains the text "GU". The second field is labeled "\* Description" and contains the text "GUAM". The third field is labeled "\* Country" and contains the text "USA".

4. Click the **Add** button.
5. In the **State Code** field, type the two character code for the state.
6. In the **Description** field, type the name of the state.
7. Click the **Save** button to save the **State** to the Lookup **Table**.

## Deleting Non-Standard Lookup Codes

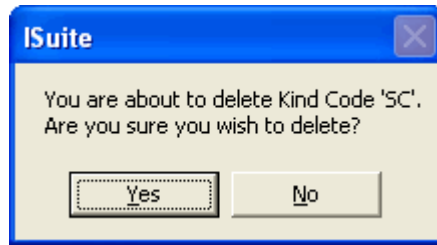
Follow the steps in this section to delete non-standard lookup codes:

Use caution when deleting non-standard lookup codes, because changes to lookup tables will impact all users.

Only **Non-Standard** lookup codes can be deleted. You cannot delete **Standard** lookup codes.

1. From the **Modules** drop-down menu, select the **Data Admin** option to open the **Data Admin** window.
2. Click the **Lookup Tables** tab.
3. Under **Feature**, click the lookup table that contains the non-standard code you want to delete.
4. In the lookup code grid, click the non-standard code you want to delete.

5. Click the **Delete** button in the **Main** toolbar. A message displays confirming that you want to delete the code:



6. Click the **Yes** button to remove the non-standard lookup code from the application.

## Appendix A

### Revision History

<u>Revision Date</u>	<u>Revision Summary</u>
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 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.
2006-04-17	Instructions for new module of the new I-Suite 2006 application.



