I-Suite

Supply User Guide

Version 13.01.00

April 29, 2013

Supply

Table of Contents

Chapter 1

Supply

The **Supply** User Manual explains how to use the **Supply** module to issue, return, transfer and receive supplies. Information in **Supply** may come from other I-Suite modules, including:

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

Topics in this guide include the following:

I-Suite Supply

Chapter 2

Common Features

This section describes the menus and toolbars available in the Supply 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
- 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.

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

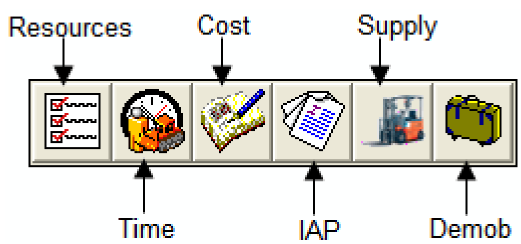
The following toolbars display at the top of the I-Suite windows:

Main Toolbar

The Main toolbar contains two separate types of buttons:

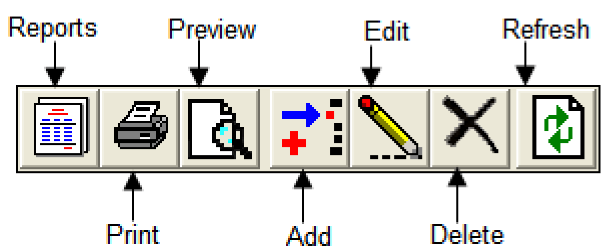
Module Buttons

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:



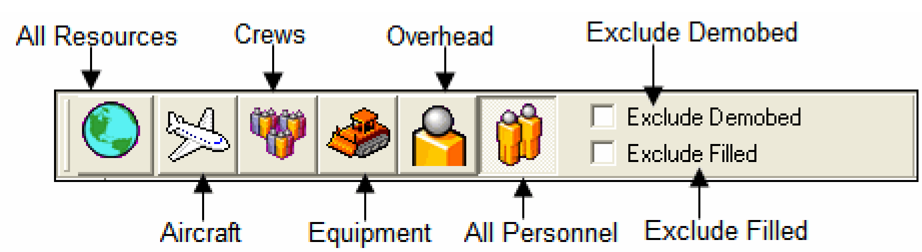
Action Buttons

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:



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

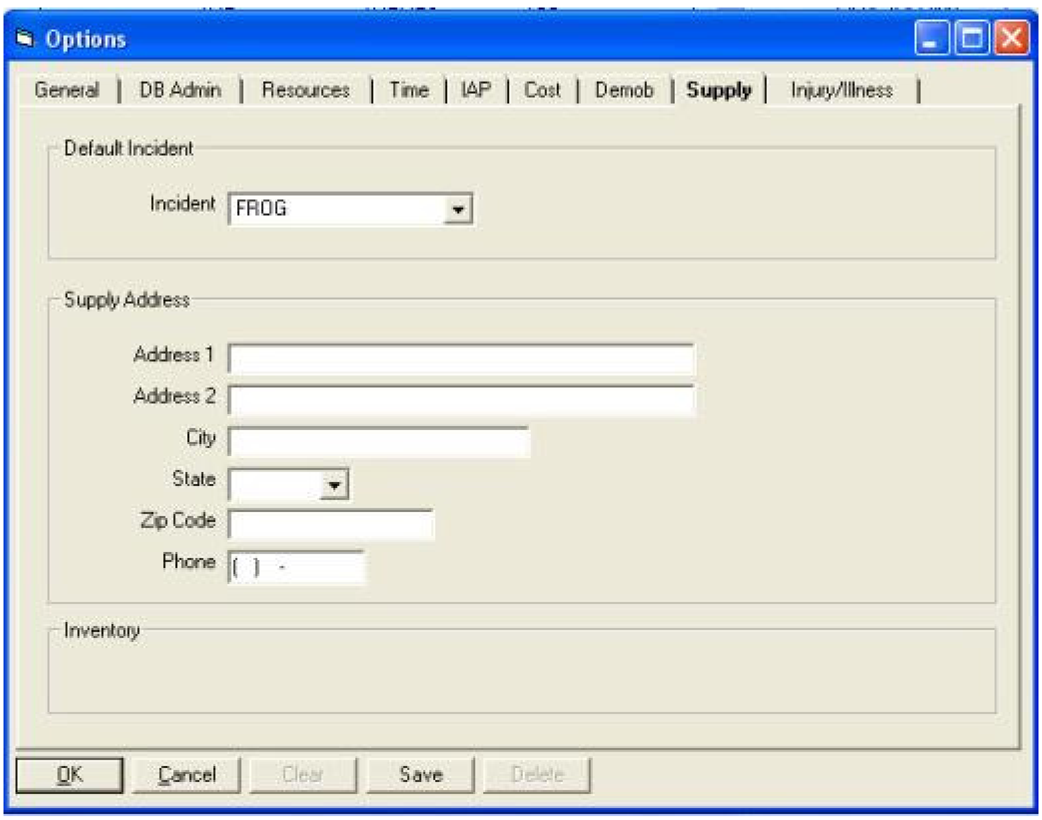
Supply

Chapter 3

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.

I-Suite Supply

Chapter 4

Receive Supply Items

This unit explains how to receive supplies.

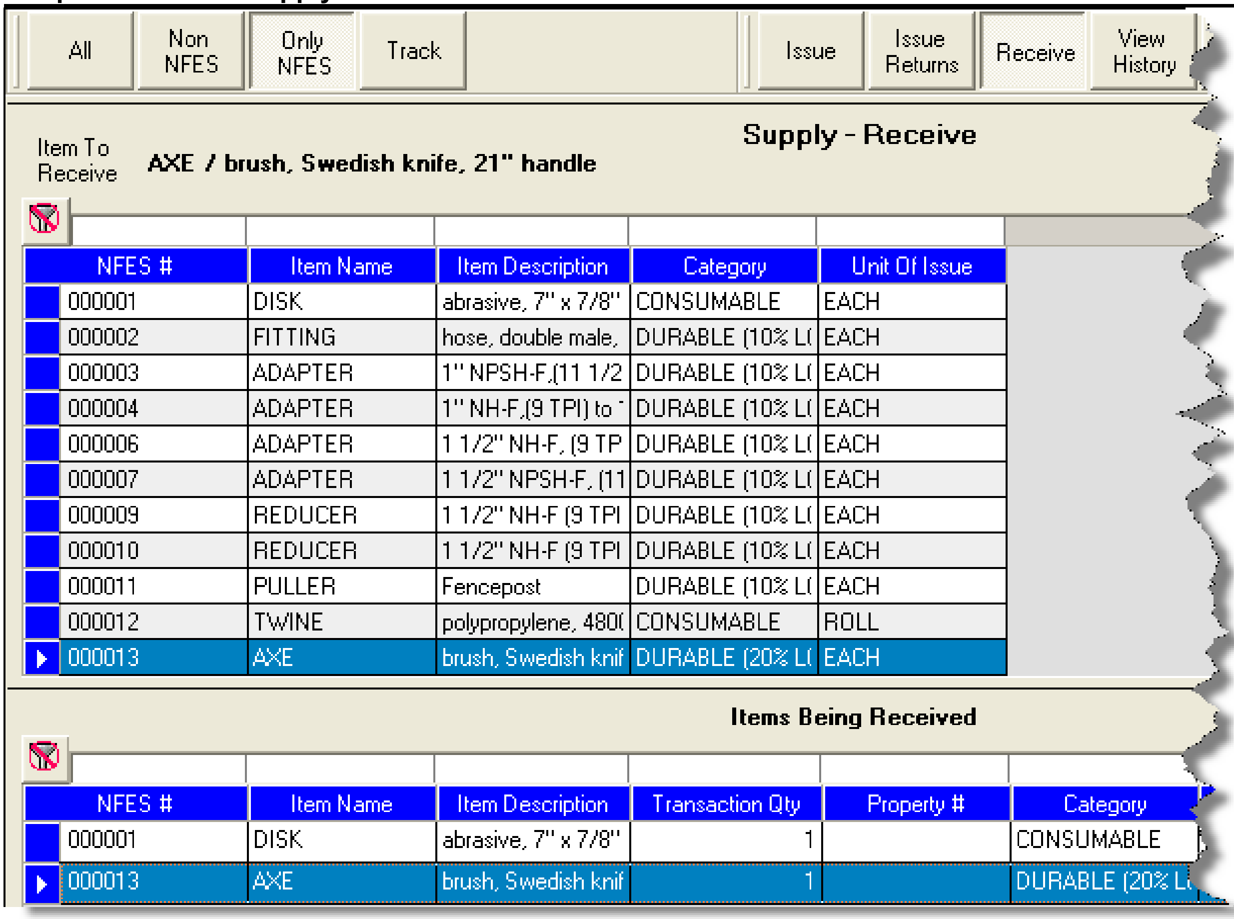
If you are using the **Track Inventory** feature, it is a good practice to **Receive** all items before issuing them to resources. If you do not **Receive** the items, the inventory counts may not be correct.

If you are NOT using the **Track Inventory** feature, you do not need to **Receive** items before issuing them.

Filtering Supply Items

Follow these steps to filter the supply items in the Item To Receive grid:

1. Click the **Supply** button to open the **Supply** module.
2. In the **Supply Toolbar**, click the **Receive** button to open the **Receive** window.



3. Click one of the following buttons to filter the list of supplies:

- **All** - Displays all supply items
- **Non NFES** - Only displays supply items without NFES numbers
- **Only NFES** - Only displays supply items with NFES numbers
- **Track** - Only displays trackable supply items

Receiving Supplies

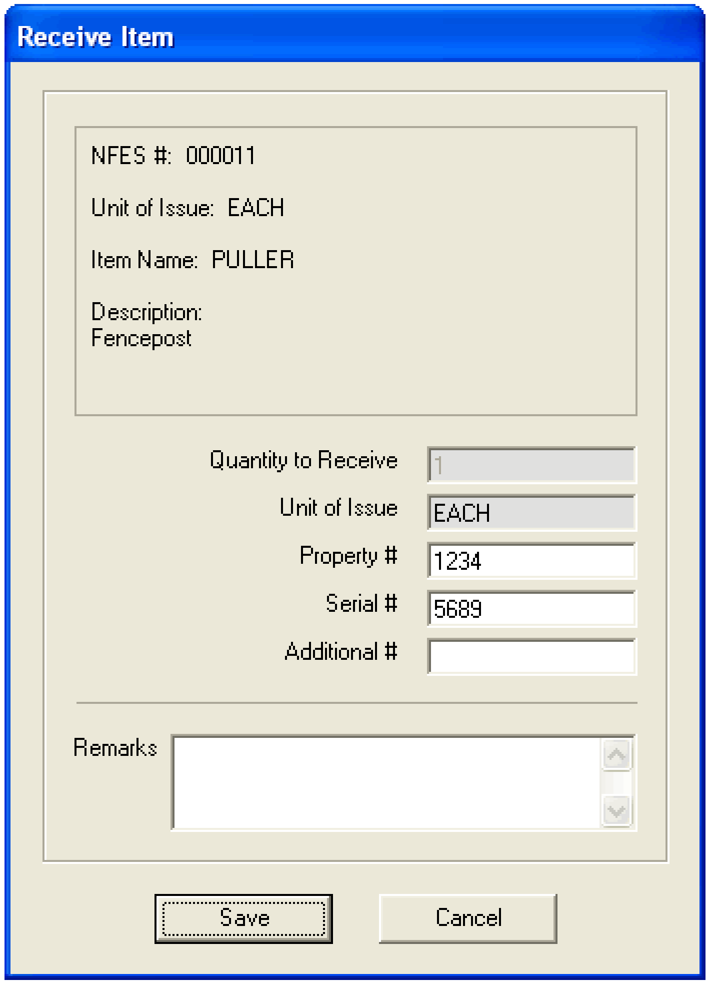
Follow the instructions in this section to receive supplies from a cache or other location outside of the incident:

Only those supply items defined in **Add Supply Item**, display in the **Item to Receive** grid.

1. Click the **Supply** button to open the **Supply** module.
2. Click the **Receive** button to open the **Receive Supply** window.
3. From the **From Location** drop-down list, select the location from which you are receiving the supply item.

If you do not select a location before receiving a supply item, a message displays indicating that a location was not selected. Click the **Yes** button to receive the item without selecting a location. Click the **No** button to cancel the receive procedure and select a location.

4. In the **Item to Receive** grid, click the item you want to receive.
5. Click the **Receive Item** button. A **Receive Supply Item** window displays.



6. Enter the **Quantity to Receive**.
7. Enter the **Property #** assigned to the item, if applicable.

If you enter a **Property #** for the item, the **Quantity to Receive** is automatically set to 1 and you cannot change it.

8. Enter the **Serial #** assigned to the item, if applicable.
9. Enter an **Additional #** assigned to the item, if applicable.
10. In the **Remarks** box, type any remarks that apply to the receive item transaction.

11. Click the **Save** button to save the supply item to the **Items Being Received** grid.

12. Repeat steps 4 - 11 for each item you are receiving from the selected location.

If your team is part of the **Supply Pilot**, you can scan either the bar code in the **Smart Book** for the item you are receiving or the **NFES Bar Code** on the item. When you scan the bar code, the system automatically displays the item in the **Items Being Received** grid on the screen. If there are multiple quantities you are receiving, scan the bar code multiple times to increase the quantity amount.

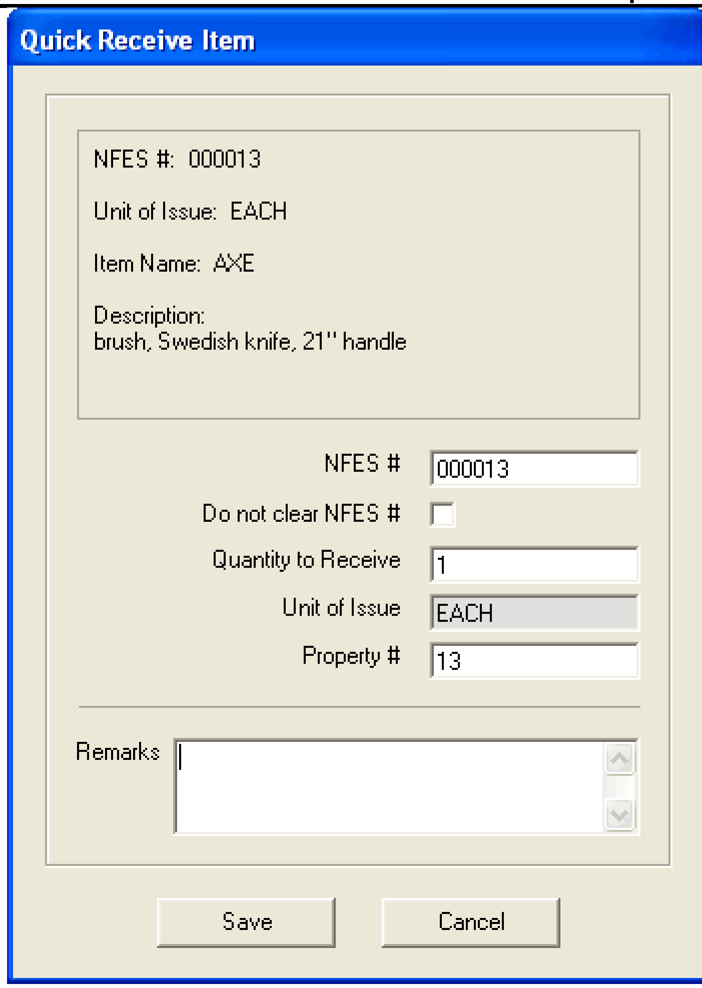
13. When all items you are receiving are listed in the **Items Being Received** grid, click the **Save** button to complete the **Receive** procedure.

Using Quick Receive Items

Follow the steps in this section to quickly receive supply items:

To use this feature, you must know the **NFES #** of each item. The preceding 0's (zeroes) do not need to be entered. For example, "000154" can be entered as "154."

1. Click the **Supply** button to open the **Supply** module.
2. Click the **Receive** button to open the **Supply - Receive** window.
3. Click the **Quick Receive** button to open the **Quick Receive Item(s)** window.



4. In the **NFES #** box, enter the NFES number for the supply item you are receiving.

5. If you are receiving more than one supply item with the same NFES number, click to check the **Do not clear NFES #** checkbox. This leaves the NFES number in the **NFES#** box after you click the **Save** button.

6. In the **Quantity to Receive** box, enter the total number being received.

7. If applicable, enter a property number for the item in the **Property #** box.

If you enter a **Property #** for the item, the **Quantity to Receive** is automatically set to 1 and you cannot change it.

8. Click the **Save** button. The item displays in the **Items Being Received** grid and the **Quick Receive Item(s)** window remains open. You can then quickly enter another item.

9. Repeat steps 4 - 8 for each item you are receiving from the selected location.

10. When you have finished receiving items, click the **Cancel** button to close the **Quick Receive Item(s)** window.

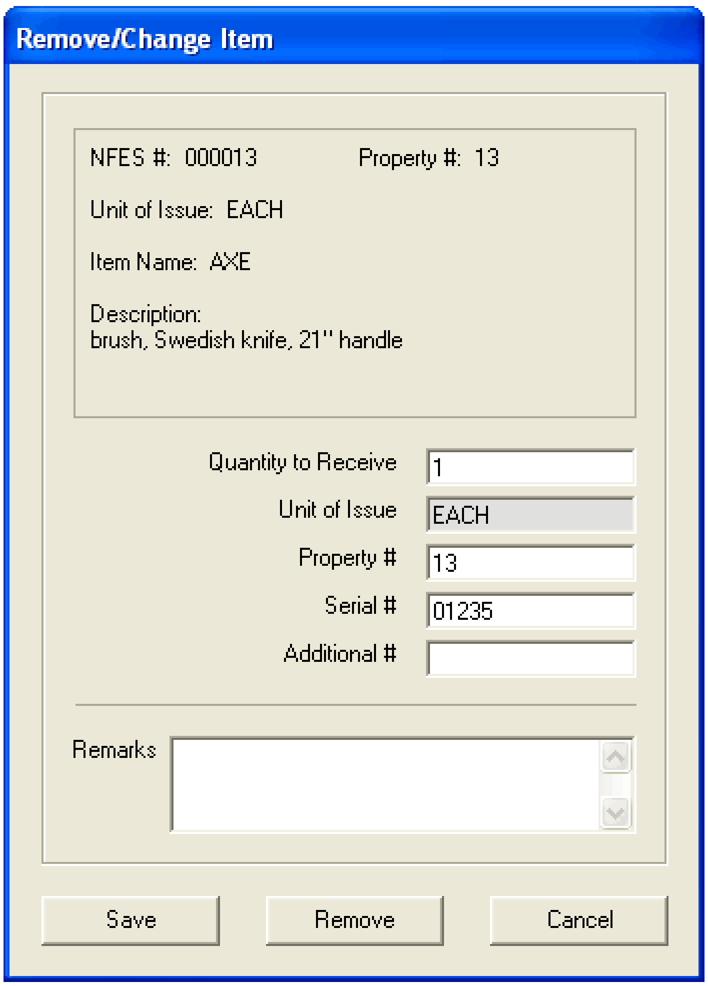
11. Click the **Save** button to finish receiving the items into Supply.

Remove/Change Item Being Received

Follow the steps in this section to either change the quantity for an item listed in the Items Being Received grid or remove the item from the grid:

1. In the **Items Being Received** grid, click the item you want to edit.

2. Click the **Remove/Change Receive** button to open the **Remove/Change Item** window.



3. In the **Quantity to Receive** box, enter the total number being received.

To remove the item, enter **0** (zero) in the **Quantity to Receive** box.

4. In the **Property #** box, enter a property number, if applicable.

5. In the **Serial #** box, enter a serial number, if applicable.

6. In the **Additional # box**, enter an additional number, if applicable.

7. In the **Remarks** box, enter any remarks applicable to removing or changing the item.

8. Click the **Save** button to change the quantity. Click the **Remove** button to remove the item.

Supply

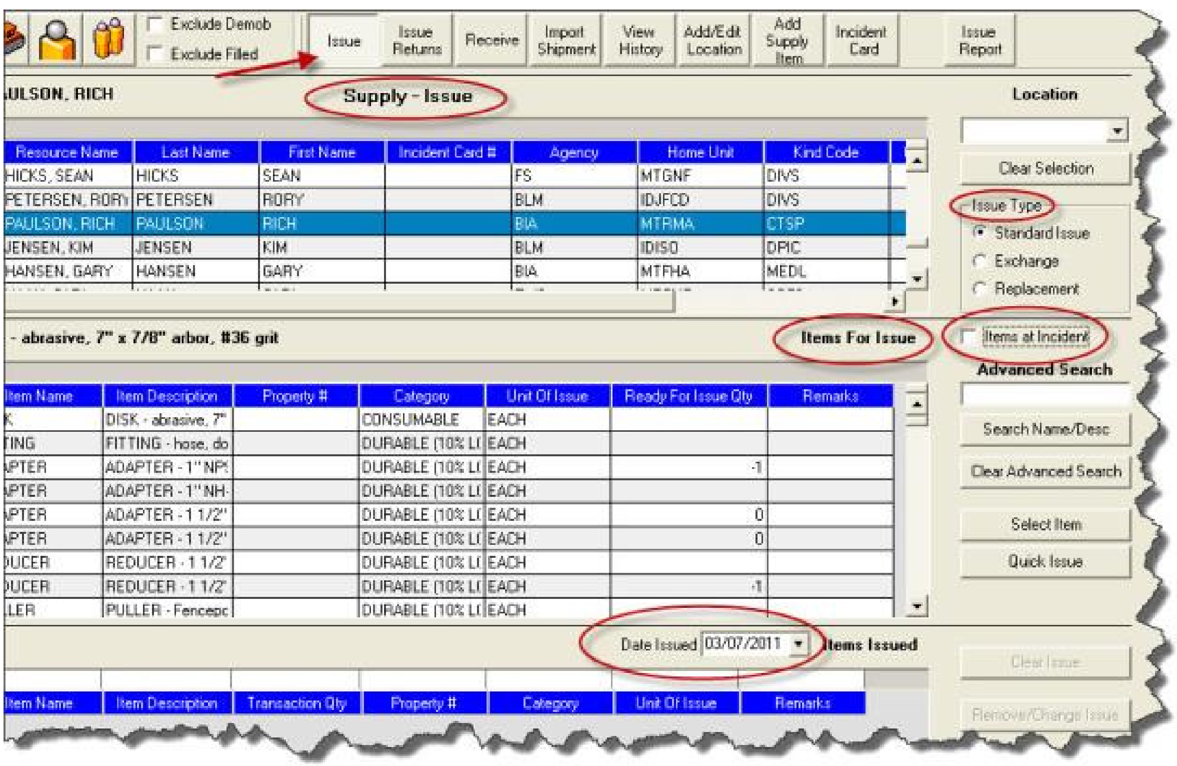
Chapter 5

Issue Supply Items

Follow the steps in this section to issue supply items:

1. Click the **Supply** button to open the **Supply** module or choose **Modules** and then **Supply** from the menu.

2. Click the **Issue** button from the toolbar to open the **Supply-Issue** window.
NOTE: If you are issuing items in the ISuite system that have already been issued to a resource on an earlier date, you must change the **Date Issued** field to reflect the actual date the items were issued. The **Date Issued** date defaults to the system date. (Example: Issuing items at an Incident before the computer systems were up)



3. Do one or both of the following:

   - In the **Resources** grid, click the resource to which supplies are being issued.

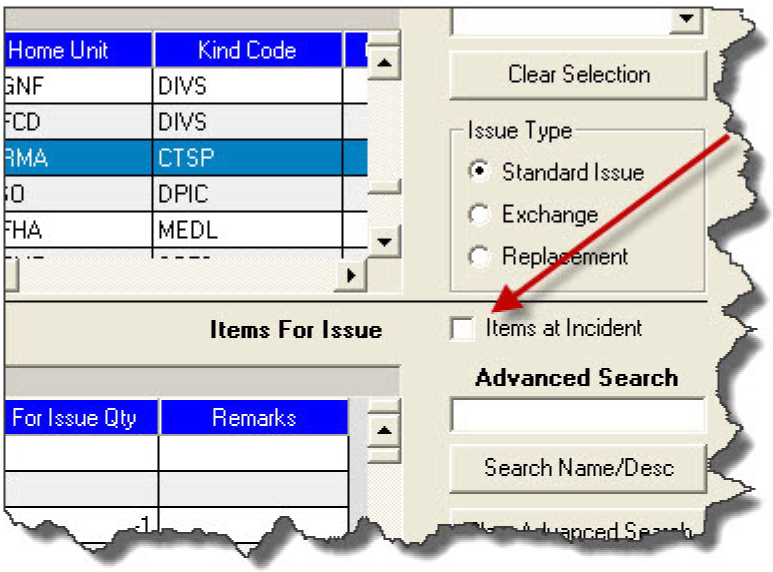
- From the **Location** drop-down list, select the location to which the supplies are being issued.

To unselect a **Resource** or unselect a **Location**, click the **Clear Selection** button.

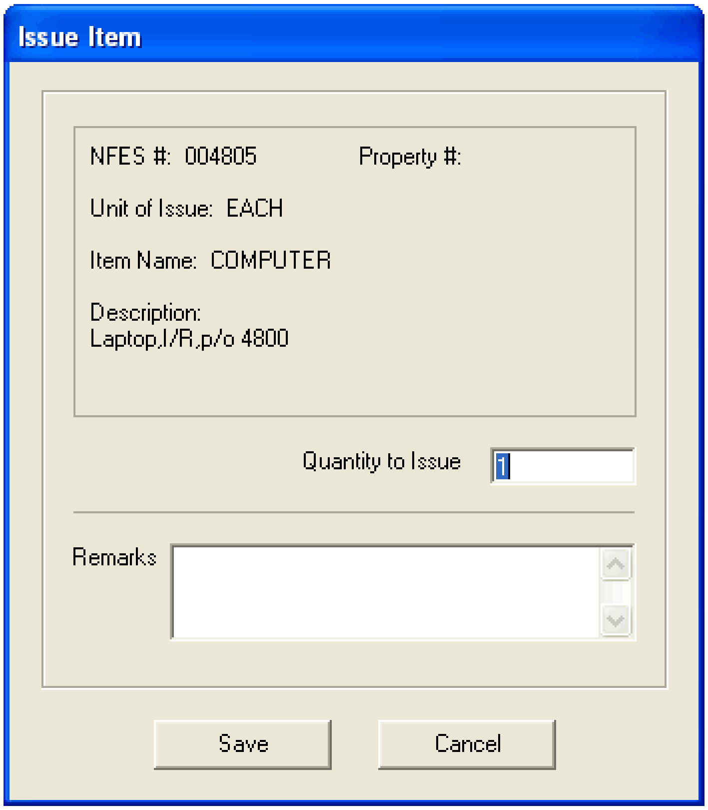
If your team is part of the **Supply Pilot**, you can scan a resource's incident card to select that resource when issuing supplies.

4. Under **Issue Type**, click to select the type of issue: Standard Issue, Exchange or Replacement.

5. Under **Items for Issue**, click to select the item being issued. If you wish to see only those items that are currently at the Incident, click the **Items at Incident** checkbox.



6. Click the **Select Item** button to open the **Issue Items** window.



7. In the **Quantity to Issue** box, enter the quantity of the item to issue.

8. In the **Remarks** box, enter any remarks that apply to the item being issued.

9. To add the **Item(s)** to the **Items Issued** grid, click the **Save** button.

10. To add another **Item** to the **Items Issued** grid, repeat steps 4 - 8. When you are finished, click the **Cancel** button to close the **Issue Items** window.

You can only issue items to one **Resource** or **Location** at a time.

If your team is part of the **Supply Pilot**, you can scan either the bar code for the item in the **Smart Book** or the **NFES Bar Code** on the item. When you scan the bar code, the system automatically displays the item in the **Items Issued** grid on the screen. If there are multiple quantities you are issuing, scan the bar code multiple times to increase the quantity amount.

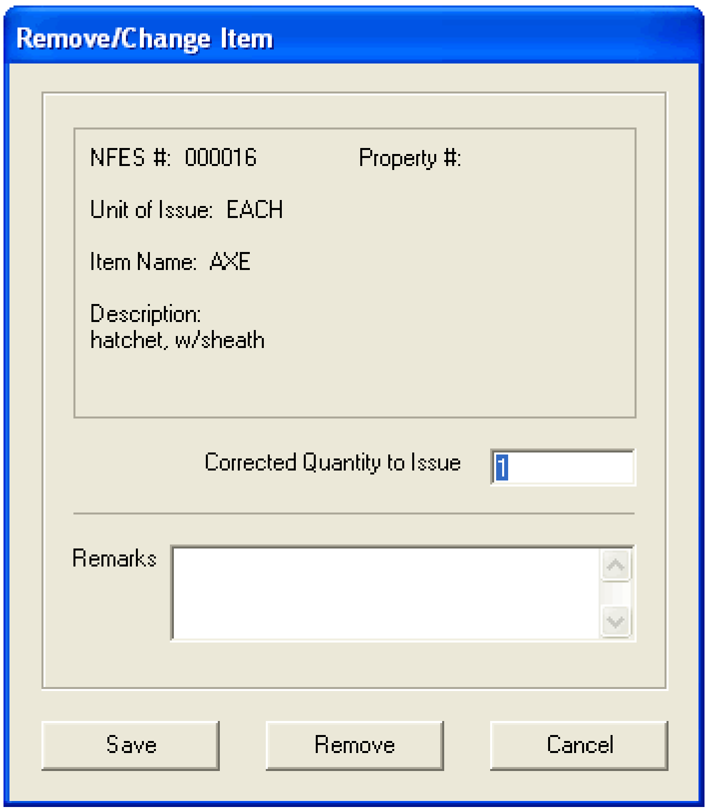
10. When all items to be issued are in the **Items Issued** grid, click the **Save Item(s)** button to issue the items to the selected location or resource.

If one or more of the items had a **Property Number** defined, a **Waybill** for the item displays in a **Preview** window. Click the **Print Report** button to print the Waybill. If the Waybill does not display, click the **Preview/Print Waybill** button.

Remove/Change Items Issued

To remove or change the quantity of an item on the **Items Issued** grid, follow these steps:

1. Click to select the item you want to remove or change.
2. Then click the **Remove/Change Issue** button. A **Remove Item(s)** window displays:



3. In the **Correct Quantity to Issue** box, enter the quantity of the item to issue.

To remove the item from the **Item Issued** grid, enter **0** (zero) in the **Correct Quantity to Issue** box.

4. Click the **Save** button to change the quantity or remove the item.

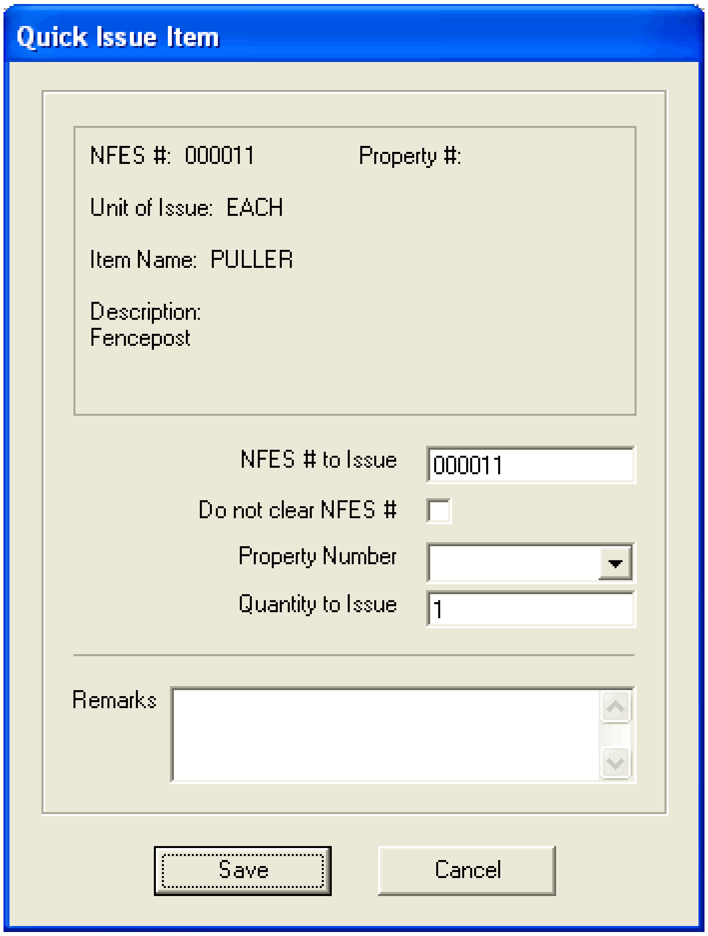
Using Quick Issue

Use the **Quick Issue** option to quickly issue supply items to resources or locations.

To use this feature, you must know the **NFES #** of each item. The preceding 0's (zeroes) do not need to be entered. For example, "000154" can be entered as "154."

1. On the **Supply - Issue** window, select the **Resource** or **Location** to **Issue To**.

2. Under **Items for Issue**, click the **Quick Issue** button. The **Quick Issue Item(s)** window displays:



3. In the **NFES # to Issue** box, enter the appropriate NFES number.

4. If you are issuing more than one supply item with the same NFES number, click to check the **Do not clear NFES #** checkbox. This leaves the NFES number in the **NFES#** box after you click the **Save** button.

5. If applicable, select a property number for the item from the **Property Number** drop-down list.

6. Enter the **Quantity to Issue**.

If a property number was assigned to the item, you cannot enter a quantity greater than 1.

7. Enter any comments about the item being issued in the **Remarks** box.

8. Click the **Save** button to save the items to the **Item Issued** grid.

The **Quick Issue Item(s)** window remains open after you save the new item count. This enables you to quickly add issue another item.

9. To enter additional items, repeat the steps 3 - 8.

10. After all of the items have been added to the **Item Issued** grid, click the **Cancel** button, to close the **Quick Issue Item(s)** window.

11. To finish issuing, click the **Save Item(s)** button next to the **Items Issued** grid.

Supply

Chapter 6

Issue Returns

Follow the steps in this section to return supplies issued to a resource or location:

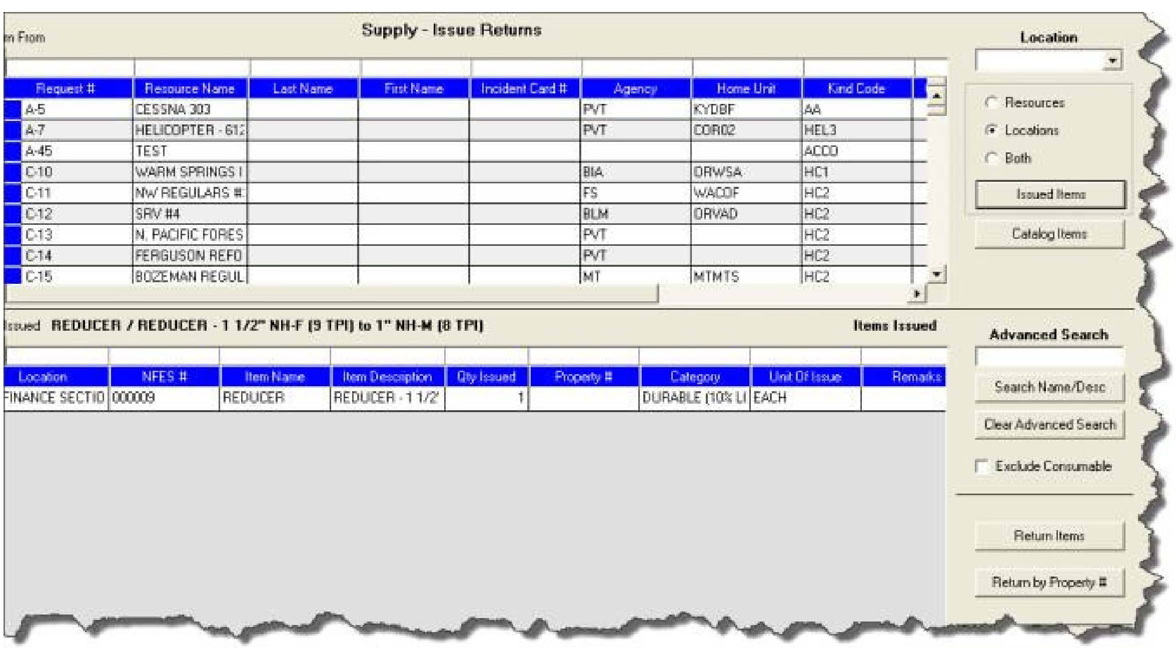
Use the filter buttons in the **Filter** toolbar to filter the grid and make it easier to find a Resource or Item.

Return Items

Follow the steps in this section to return items by selecting a **Resource** or a **Location** to which the items were issued:

1. Click the **Supply** button to open the **Supply** module.

2. On the **Supply Toolbar**, click the **Issue Returns** button to open the **Issue Returns** window:



3. In the upper grid, click to select the appropriate **Resource**, or select a location from the **Location** drop-down list. You can also use one of the **Alternative Methods** to populate the **Items Issued** grid *(See Alternative Methods to Populate the Items Issued grid on Page 27)*.

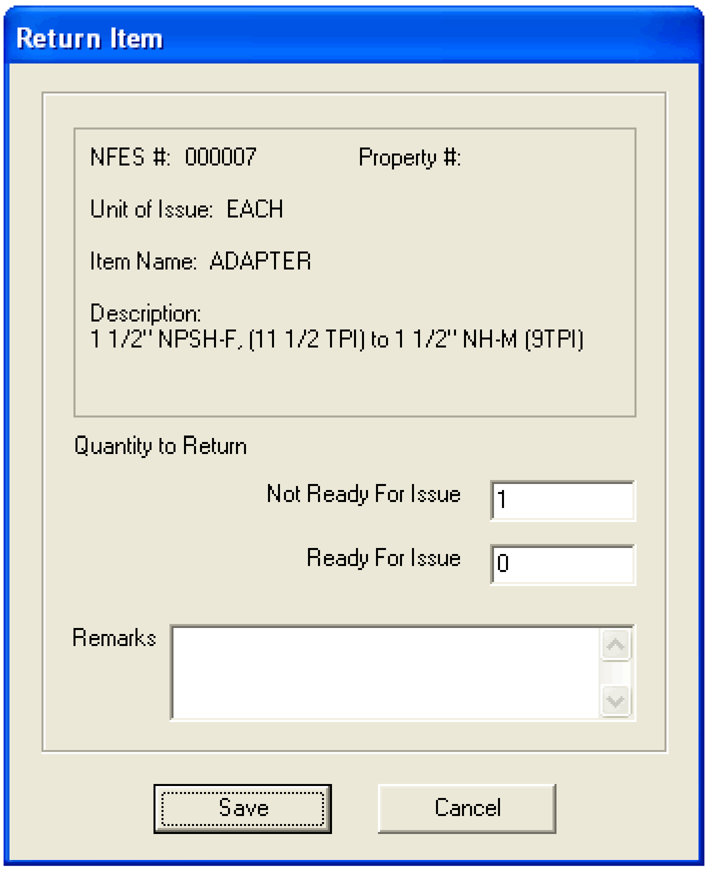
If your team is part of the **Supply Pilot**, you can scan a resource's incident card to select that resource when returning supplies.

Once a **Resource** or **Location** is selected, all items still issued to that **Resource** or **Location** will display in the **Items Issued** grid.

4. Under **Items Issued**, click to select the **Item** being returned.

5. Click the **Return Items** button to open the Return Item window.

If your team is part of the **Supply Pilot**, you can scan either the bar code in the **Smart Book** or the **NFES Bar Code** on the item to initiate the return process for that item. When you scan the bar code, the **Return Item** window opens with that item selected.



6. In the **Not Ready For Issue** box, enter the total quantity being returned that is not ready to issue.

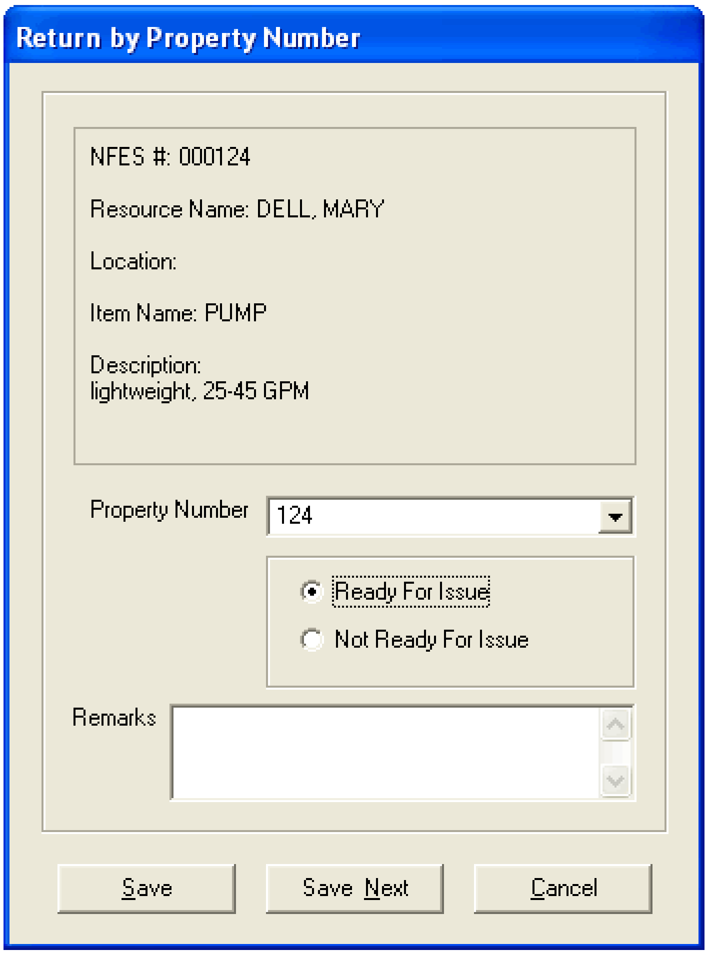
7. In the **Ready for Issue** box, enter the total quantity being returned that is ready for issue.

8. Click the **Save** button to return the item.

Return by Property

Follow the steps in this section to return an item by that item's property number, regardless of the resource or location to which the item is issued.

1. Click the **Supply** button to open the Supply module.
2. On the **Supply Toolbar**, click the **Issue Returns** button to open the **Issue Returns** window.
3. Click the **Return by Property #** button that is located on the bottom right side of the window. A **Return by Property Number** window opens:



4. Select the property number assigned to the item you are returning from the **Property Number** drop-down list.
5. Identify whether the item is **Ready For Issue** or **Not Ready For Issue**.

Alternative Methods to Populate the Items Issued grid

1. To display items issued to a Resource only, select the **Resources** radio button and click the **Issued Items** button
2. To display items issued to a Location only, select the **Locations** radio button and click the **Issued Items** button.
3. To display items currently issued to Resources and Locations, click the **Both** radio button and click the **Issued Items** button.
4. To display all supply items currently listed in the supply catalog, click the **Catalog Items** button. Items will be displayed in the Items Issued grid.

This will display only non-trackable items.

I-Suite Supply

Chapter 7

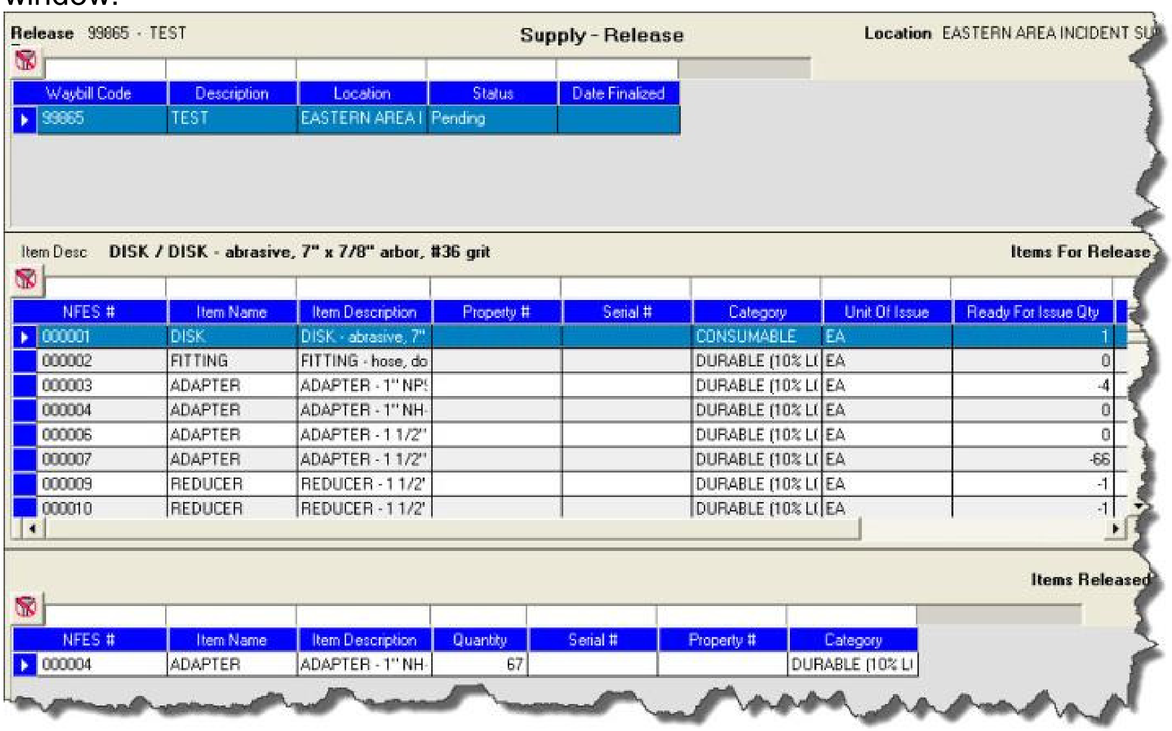
Release Supply Items

Follow the steps in this section to release supply items:

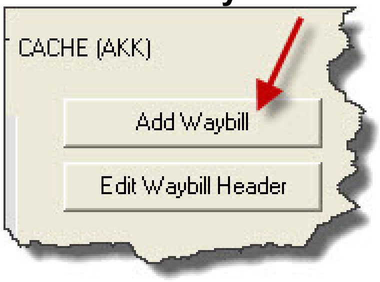
> Use this feature to permanently release supply items to another location, such as a cache or another incident.

1. Click the **Supply** button to open the **Supply** module.

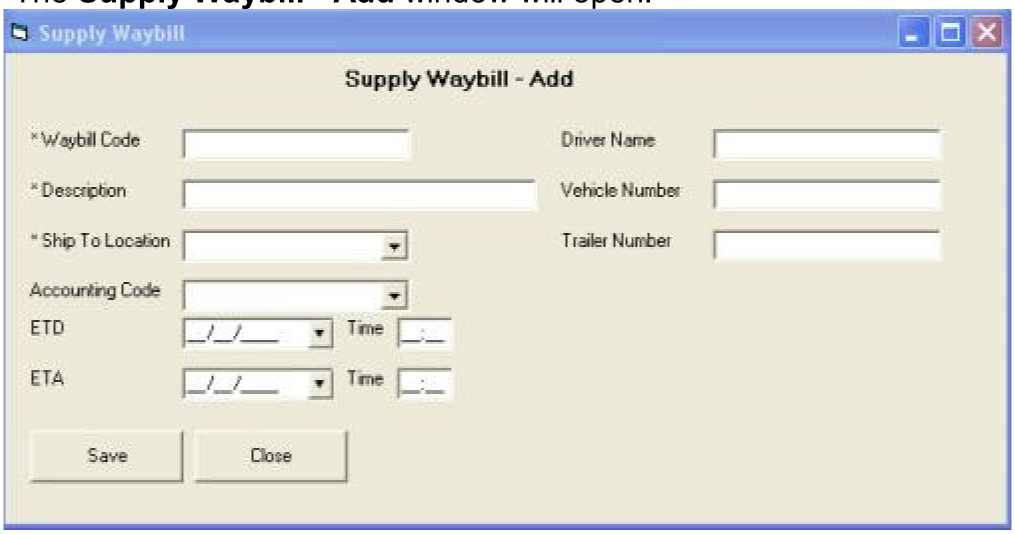
2. From the **Supply** menu, select **Release (Permanent)** to open the **Release** window:



3. Select **Add Waybill** to create a new Waybill to assign supplies to.

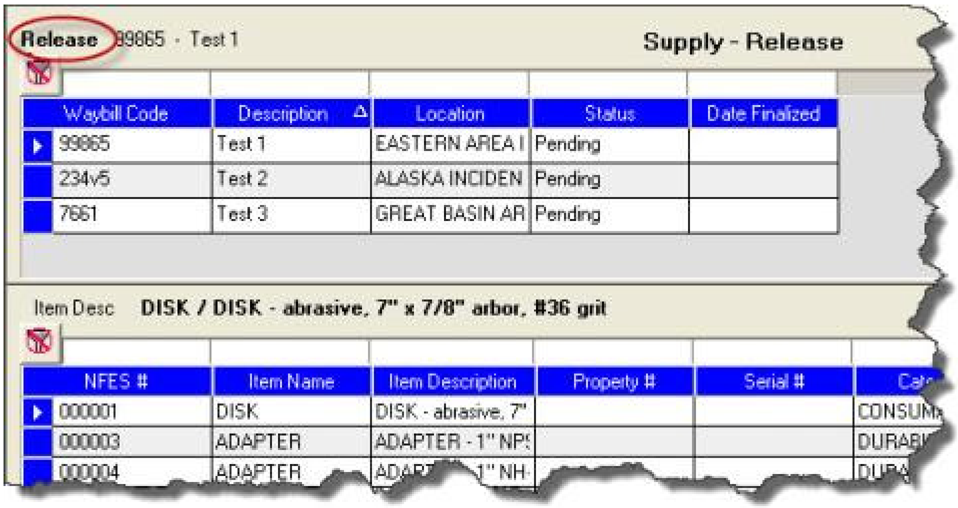


4. The **Supply Waybill - Add** window will open.



5. Enter the information that will appear on the Waybill. Fields marked with an asterisk (*) are required fields. When all information has been entered click **Save**. At this point you may add another Waybill or click **Close** to go back to the main screen.

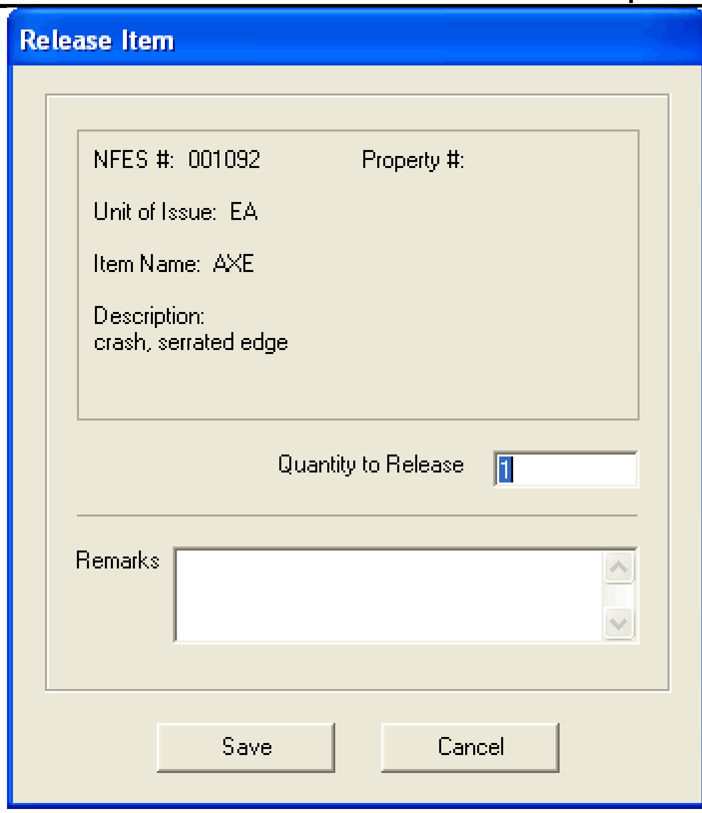
6. The Waybill(s) now shows in the Release grid.



7. Next to the middle grid is the **Show Items** option. You can select to see **All** items or items **Only at Incident.**

8. In the middle grid, click to select the **Supply Item** to release. Then click the **Select Item** button to open the **Release Items** window. You can also double click the supply item to open the **Release Items** window.

If your team is part of the **Supply Pilot**, you can scan either the bar code in the **Smart Book** for the item you are releasing or the **NFES Bar Code** on the item. When you scan the bar code, the system automatically displays the item in the **Items Released** grid.

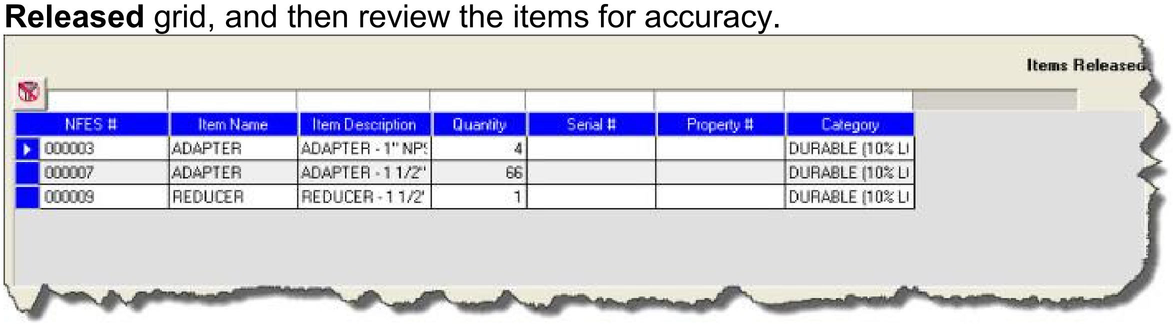


5. In the **Quantity to Release** box, type the total quantity to release.

6. In the **Remarks** box, type any applicable remarks.

7. Click the **Save** button to save the release information to the **Items Released** grid.

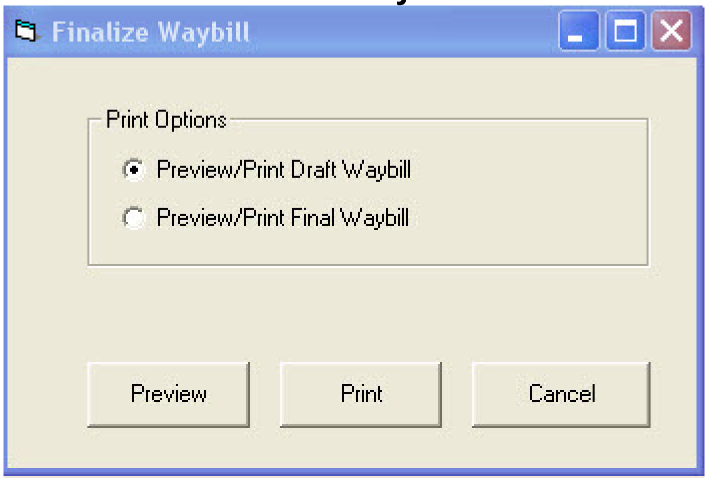
8. Repeat the previous steps until all items to release are included in the **Items Released** grid, and then review the items for accuracy.



9. To edit the items identified for release, click the **Item** and then click the **Remove/Change Release** button next to the lower grid.

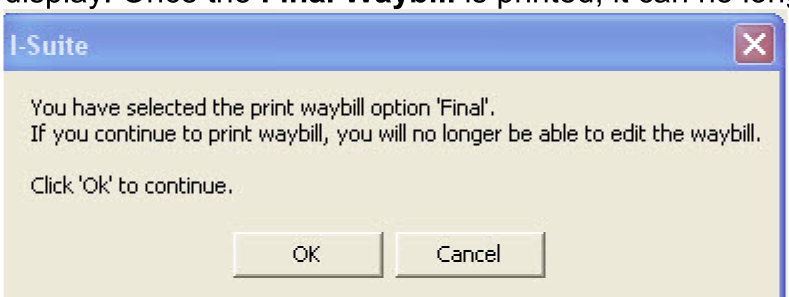
10. The **Remove/Change Release** window will open. Make the appropriate edits, or click **Remove** to delete the item. Click **Save** to close the window and return to the main screen.

11. Click the **Preview/Print Waybill button.** The **Finalize Waybill** window will open.

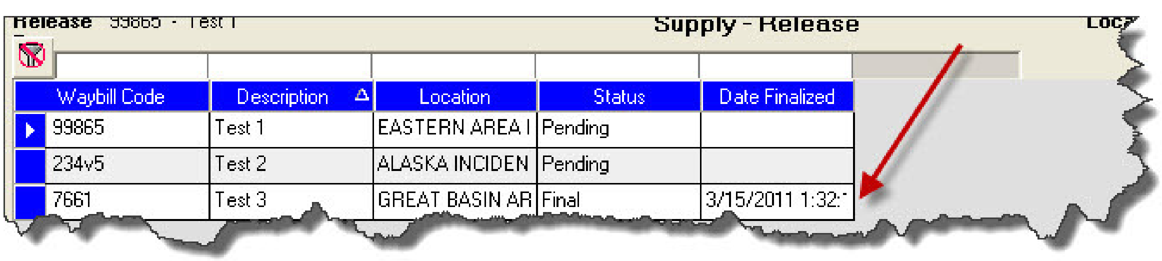


12. On the **Finalize Waybill** window there will be an option to **Preview/Print Draft Waybill** or **Preview/Print Final Waybill**. Select the appropriate option and click to **Preview**, **Print** or **Cancel** and return to the previous screen. If the **Draft** option is selected, the word DRAFT will appear on the Waybill, same with the Final option.

13. Once the option to **print** the **Final Waybill** is selected a confirmation window will display. Once the **Final Waybill** is printed, it can no longer be edited.



14. The **Finalized Waybill** will now show in the Release grid.



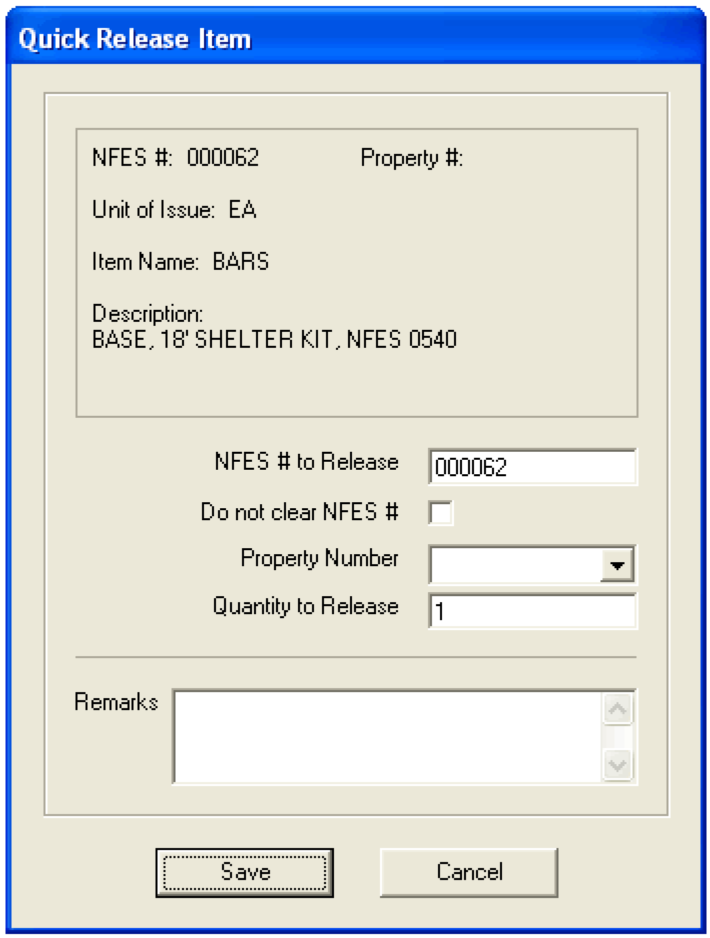
Using Quick Release Items

Follow the steps in this section to quickly release supply items:

To use this feature, you must know the **NFES #** of each item. The preceding 0's (zeroes) do not need to be entered. For example, "000154" can be entered as "154."

1. In the **Release** grid on the Supply - Release window, click the waybill to which you are releasing the items.

2. Click the **Quick Release** button to open the Quick Release Item(s) window.



3. In theNFES **# to Release** box, enter the appropriate NFES number.

4. If you are issuing more than one supply item with the same NFES number, click to check the **Do not clear NFES #** checkbox. This leaves the NFES number in the **NFES#** box after you click the **Save** button.

5. If applicable, select a property number for the item from the **Property Number** drop-down list.

6. Enter the **Quantity to Release**.

7. Enter any comments about the item being issued in the **Remarks** box.

8. Click the **Save** button to save the items to the **Items Released** grid.

The **Quick Issue Item(s)** window remains open after you save the new item count. This enables you to quickly add issue another item.

9. To enter additional items, repeat the steps 3 - 8.

10. After all of the items have been added to the **Item Issues** grid, click the Cancel button, to close the **Quick Release Item(s)** window.

Change/Remove Released Item

If you need to change the quantity for a released item listed in the lower grid or remove it from the list, follow the steps in this section:

1. Click to select the incorrect item, and then click the **Remove/Change Release** button.

2. On the **Release Item(s)** window, change the quantity and remarks, as appropriate, and then click the **Save** button. To remove the item, click the **Remove** button.

Chapter 8

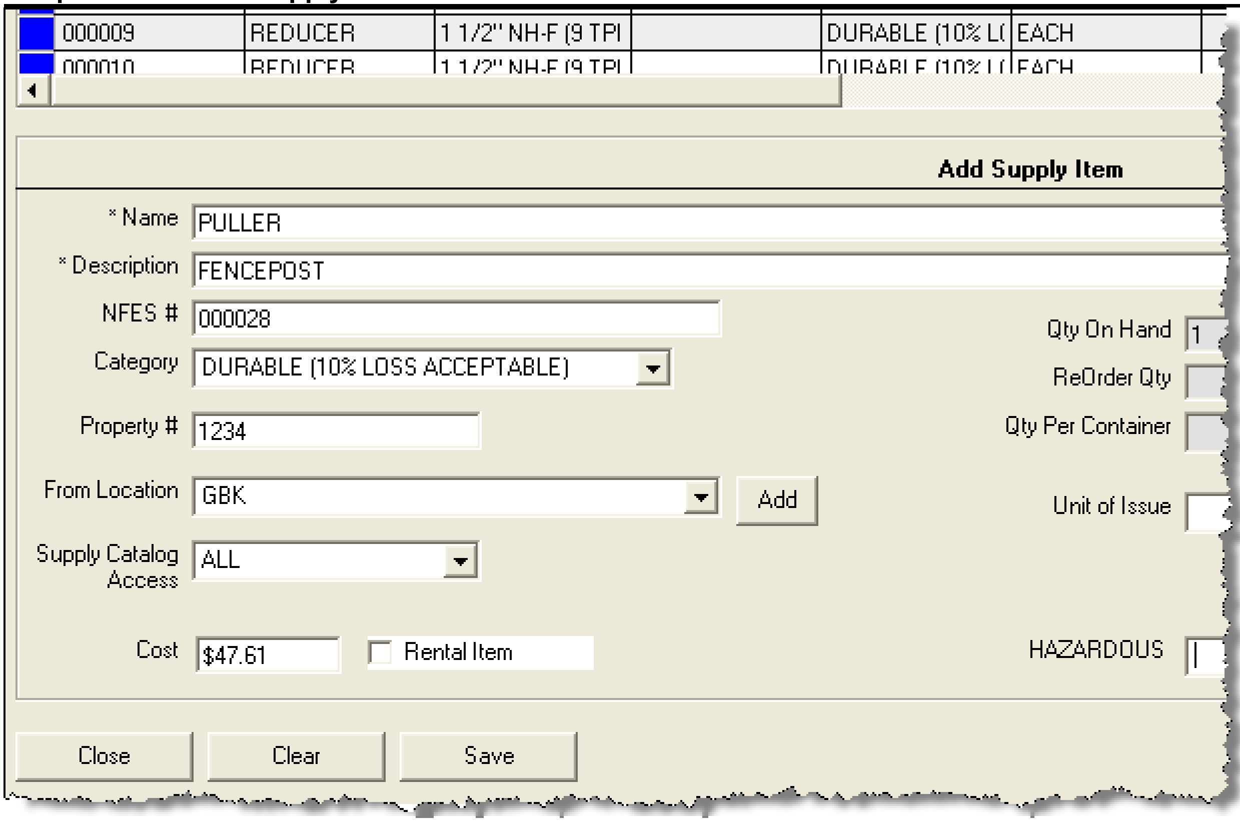
Add / Edit Supply Items

This section contains information on adding and editing supply items.

Adding Supply Items

Follow the steps in this section to add a Supply item to the I-Suite system:

1. Use one of the following methods to open the **Add Supply Item** window:
   - From the **Supply** drop-down menu select the **Add/Edit Supply Item** option.
   - On the **Receive** window click the **Add Supply Item(s)** button.
   - On the **Issue** window click the **Add Supply Item(s)** button.
   - On the **Issue Returns** window click the **Add Supply Item(s)** button.
   - On the **Release** window click the **Add Supply Item(s)** button.
   - On the **Inventory** window, click the **Add Supply Item(s)** button.
2. On the **Supply - Add Supply Item** window, click the **Add** button.



3. In the **Name** box, type the name of the supply item. This information is required.
4. In the **Description** box, type a description of the supply item. This information is required.
5. In the **NFES #** box, type the National Fire Equipment System (NFES) number for the item.

The NFES number you enter must be unique.

6. From the **Category** drop-down list, select the category for the item.
7. In the **Property #** box, type the property number assigned to the item.
8. From the **From Location** drop-down list, select the location where the item originated.
9. From the **Supply Catalog Access** drop-down list, select the departments who should have access to the item. The options include **Supply Only**, **Communications Only**, or **All**.

If the user has **Communications** rights, they cannot assign **Supply Only** to an item. They can only assign **Communications Only** or **All** to the item.

10. In the **Cost** box, type the cost of the item.

11. If the item is a rental, click to check the **Rental Item** checkbox.

12. In the **Qty On Hand** box, type the total number of the item currently available at the incident.

If a property number was assigned to the item, you cannot enter a quantity greater than 1.

13. In the **ReOrder Qty** box, type the quantity at which the item should be re-ordered.

14. From the **Qty Per Container** drop-down list, select the total quantity included in each container for the item.

15. From the **Unit of Issue** drop-down list, select the unit at which the item is issued.

16. If the item is a hazardous material, select the hazard type from the **Hazardous** drop-down list.

17. Type the item's measurements in the, **Weight-US (lbs)**, **Weight-Metric (kgs)**, or **Cubes (ft^3)** box.

18. In the **Remarks** box, type any applicable remarks for the item.

19. To save the **Supply Item**, click the **Save** button.

20. When you have finished adding all of the appropriate items, click the **Close** button to close the **Supply - Add Supply Item** window.

Editing a Supply Item

Follow the steps in this section to edit the information defined for a supply item:

1. Use one of the following methods to open the **Add Supply Item** window:
   - From the **Supply** drop-down menu select the **Add/Edit Supply Item** option.
   - On the **Receive** window click the **Add Supply Item(s)** button.
   - On the **Issue** window click the **Add Supply Item(s)** button.
   - On the **Issue Returns** window click the **Add Supply Item(s)** button.
   - On the **Release** window click the **Add Supply Item(s)** button.
   - On the **Inventory** window, click the **Add Supply Item(s)** button.
2. Click one of the following buttons to filter the **Supply Item** grid at the top of the window:
   - **All** - Displays all supply items.

- **Non NFES** - Displays supply items without an NFES number.
- **Only NFES** - Displays only supply items with an NFES number.

3. In the **Supply Item** grid at the top of the window, click to select the supply item you want to edit. The information for the item displays in the **Edit Supply Item** area at the bottom of the window.

If your team is part of the **Supply Pilot**, you can scan either the bar code in the **Smart Book** for the item you are editing or the **NFES Bar Code** on the item. When you scan the bar code, the system automatically displays that supply item in the Edit Supply Item area at the bottom of the window.

4. You can make changes to the following information:
   - Property #
   - From Location
   - Category
   - Supply Catalog Access
   - Qty On Hand
   - ReOrder Qty
   - Issue By Unit of Issue
   - Remarks
5. To save your changes, click the **Save** button.
6. When you have finished editing all appropriate items, click the **Close** button to close the **Supply - Add Supply Item** window.

I-Suite Supply

Chapter 9

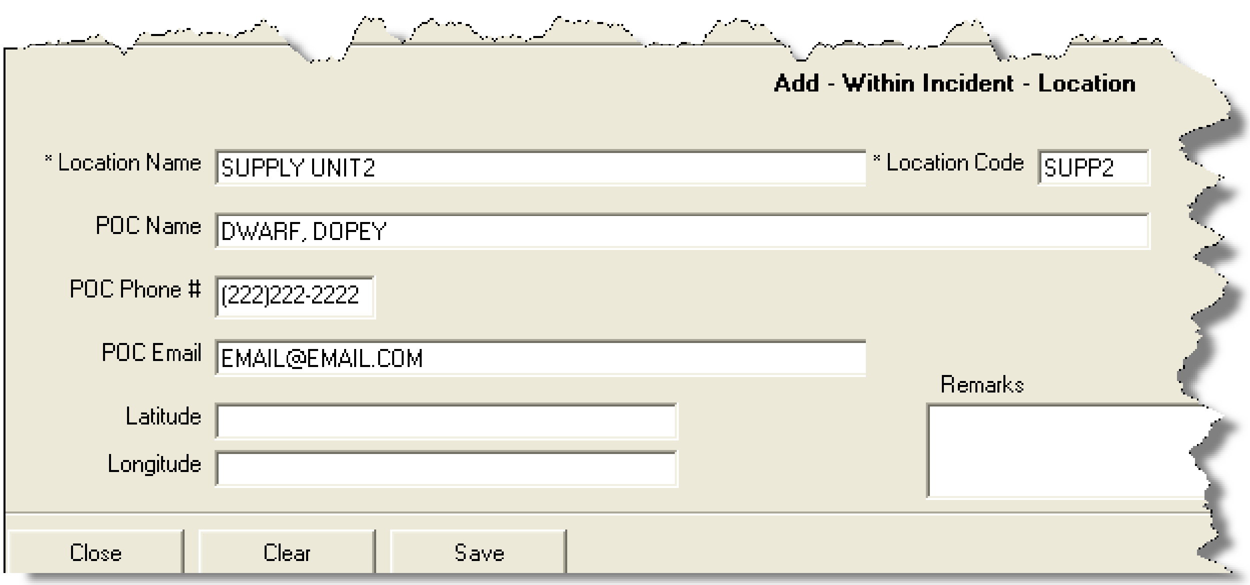
Add / Edit Locations

This section contains information on adding and editing locations.

Adding a Location - Within an Incident

Follow the steps in this section to add a location that is within an incident:

1. Use one of the following methods to open the **Add Location** window:
   - On the **Receive** window click the **Add/Edit Location** button.
   - On the **Issue** window click the **Add/Edit Location** button.
   - On the **Release** window click the **Add/Edit Location** button.
2. On the **Add Location** window, click the **Within Incident** button, and then click the **Add** button.



3. In the **Location Name** box, type the name of the location. The **Location Name** is required.
4. In the **Location Code** box, type the code to assign to the location. The **Location Code** is required.

5. In the **POC Name** box, type the name of the point -of-contact at the location.
6. In the **POC Phone #** box, type the telephone number for the point-of-contact.
7. In the **POC Email** box, type the e-mail address for the point-of-contact.
8. In the **Latitude** box, type the latitude for the location.
9. In the **Longitude** box, type the longitude for the location.
10. In the **Remarks** box, type any remarks applicable to the location.
11. Click the **Save** button to save the location to the I-Suite system.
12. Click the **Close** button to close the **Add Location** window.

Editing a Location - Within an Incident

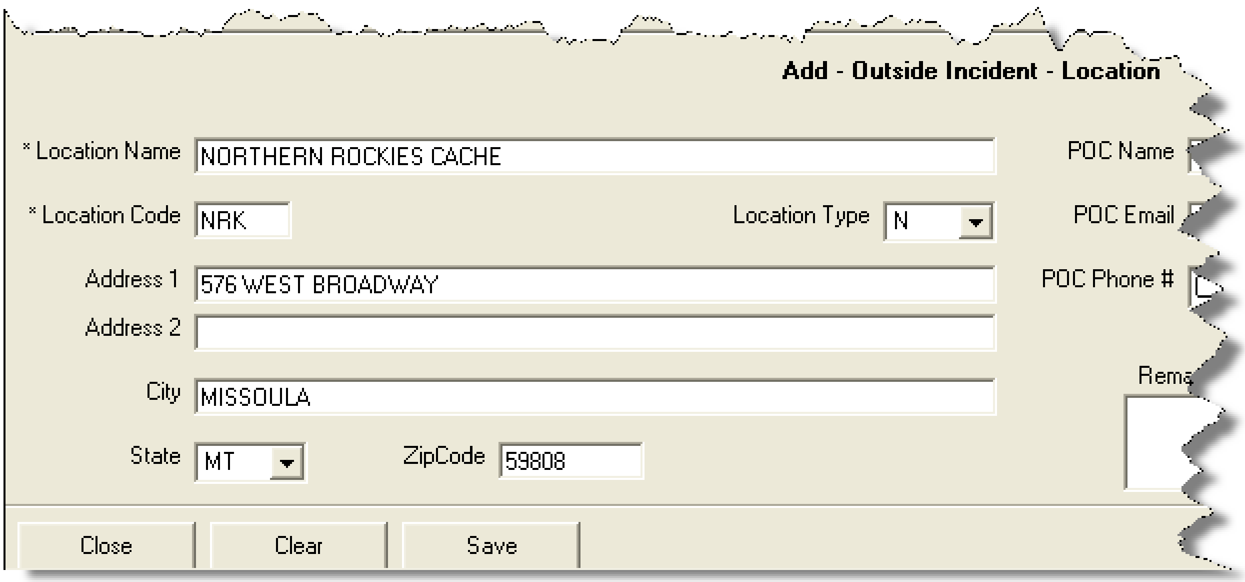
Follow the steps in this section to edit a location that is within the incident:

1. Use one of the following methods to open the **Add Location** window:
   - On the **Receive** window click the **Add/Edit Location** button.
   - On the **Issue** window click the **Add/Edit Location** button.
   - On the **Release** window click the **Add/Edit Location** button.
2. On the **Add Location** window, click the **Within Incident** button.
3. Click the location you want to edit in the grid at the top of the window.
4. You can make changes to the following information:
   - POC Name
   - POC Phone #
   - POC Email
   - Latitude
   - Longitude
   - Remarks
5. Click the **Save** button to save your changes.
6. Click the **Close** button to close the Add Location window.

Adding a Location - Outside an Incident

Follow the steps in this section to add a location that is outside of an incident to the I-Suite system:

1. Use one of the following methods to open the **Add Location** window:
   - On the **Receive** window click the **Add/Edit Location** button.
   - On the **Issue** window click the **Add/Edit Location** button.
   - On the **Release** window click the **Add/Edit Location** button.
2. On the **Add Location** window, click the **Outside Incident** button, and then click the **Add** button.



3. In the **Location Name** box, type the name of the location. The **Location Name** is required.

4. In the **Location Code** box, type the code to assign to the location. The **Location Code** is required.

5. From the **Location Type** drop-down list, select one of the following location types:
   - **B** - Business Address
   - **L** - Local Cache Address
   - **N** - National Cache Address
   - **R** - Regional Cache Address

5. In the **Address 1**, **Address 2**, **City**, **State**, and **Zip** boxes, type the location's address.

6. In the **POC Name** box, type the name of the point-of-contact at the location.

7. In the **POC Email** box, type the e-mail address for the point-of-contact.
8. In the **POC Phone #** box, type the telephone number for the point-of-contact.
9. In the **Fax Phone #** box, type the fax number for the point-of-contact.
10. In the **Remarks** box, type any remarks applicable to the location.
11. To save the new **Location**, click the **Save** button.
12. To close the **Add Location** window, click the **Close** button.

Editing a Location - Outside an Incident

Follow the steps in this section to edit a location that is outside of an incident:

1. Use one of the following methods to open the **Add Location** window:
   - On the **Receive** window click the **Add/Edit Location** button.
   - On the **Issue** window click the **Add/Edit Location** button.
   - On the **Release** window click the **Add/Edit Location** button.
2. Click the **Outside Incident** button. Then click to select the location you want to edit in the grid at the top of the window.
3. You can make changes to the following information:
   - POC Name
   - POC Email
   - POC Phone #
   - Fax Phone #
   - Remarks
4. Click the **Save** button to save any changes you made.
5. Click the **Close** button to close the **Add Location** window.

Supply

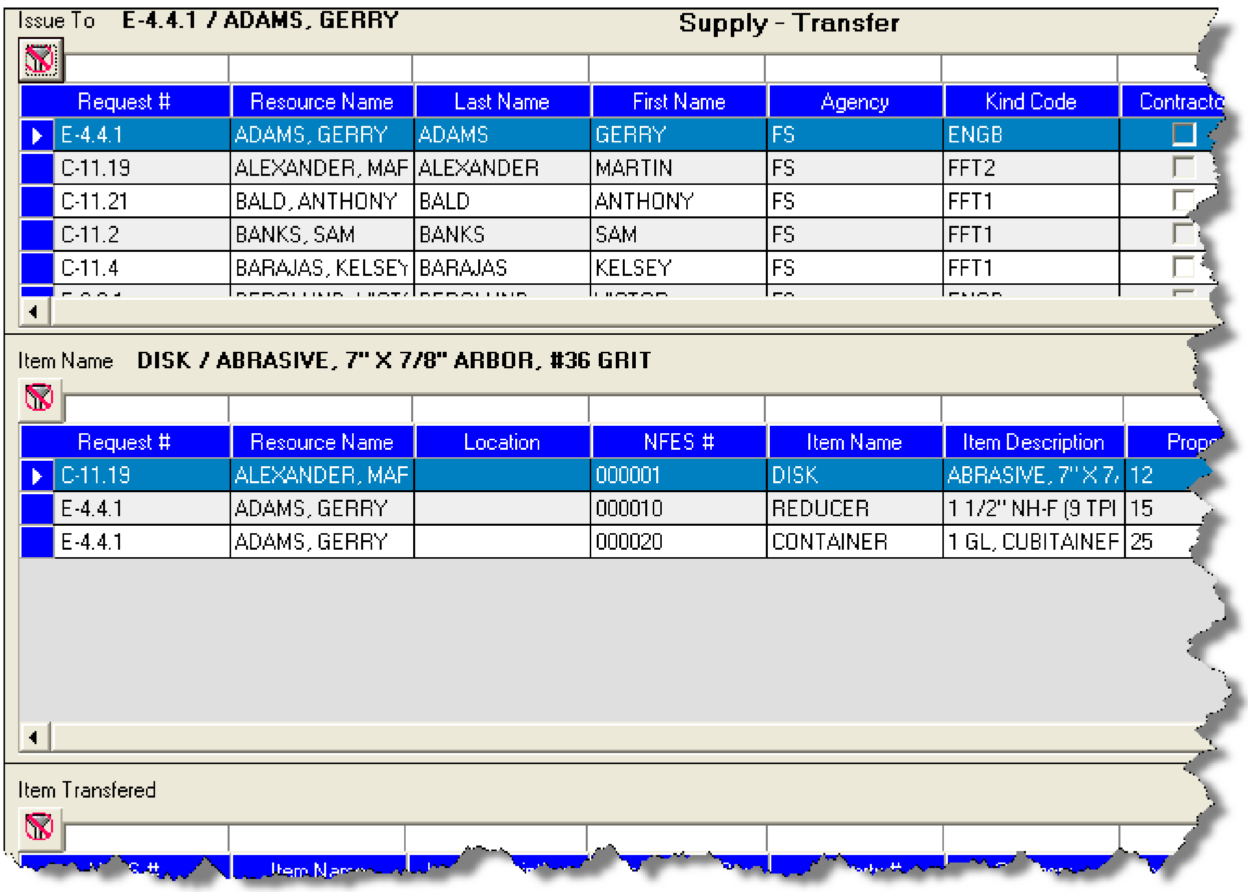
Chapter 10

Transfer (at Incident)

This section identifies how to transfer a supply item to another resource at an incident. This option helps track a supply item that was issued to a resource and then, subsequently, given to a different resource at the incident.

1. Click the **Supply** button to open the **Supply** module.

2. From the **Supply** drop-down menu, select the **Transfer (at Incident)** option to open the **Supply - Transfer** window.



3. Select the resource or location to which the item is being transferred:

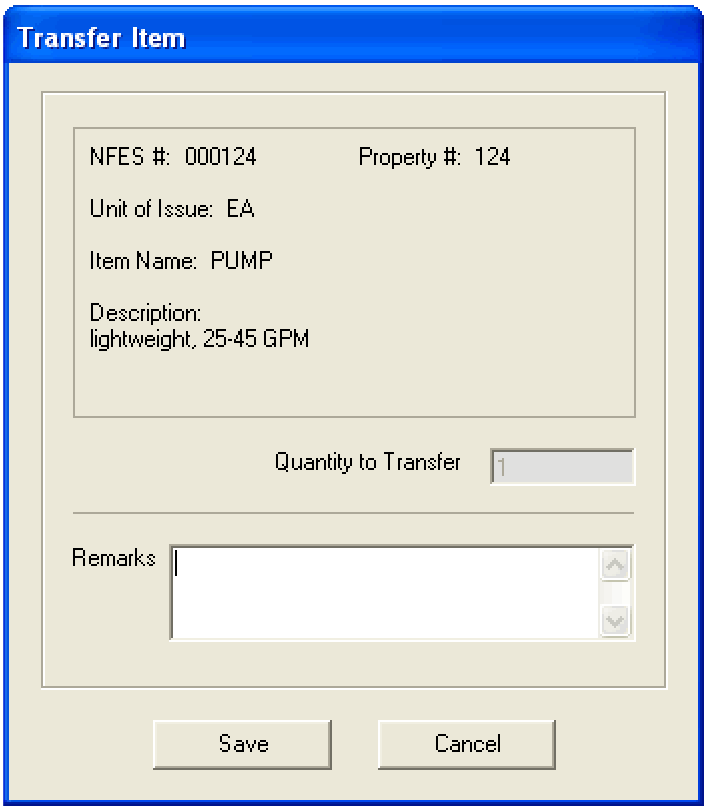
   a. To transfer to a resource, click the resource to which the item is being transferred in the **Issue To** grid.

b. To transfer to a location, rather than another resource, click the **UnSelect Resource** button and select a location from the **Location** drop-down list.

3. In the **Item Name** grid, click the item that is being transferred.

Only items that are **Trackable** and **Issued** to a resource are listed in the **Item Name** grid. **Trackable** items are those supply items with a **Property Number** defined. **Property Numbers** can be defined when the supply item is **Added**, **Received** or **Issued**.

5. Click the **Select Item** button to open the **Transfer Item** window.



6. In the **Remarks** area, type any remarks concerning the transfer.

You can only enter **Remarks** on the **Transfer Item** window. The name of the item and the quantity being transferred are automatically defined, based on the information specified when it was initially issued.

7. Click the **Save** button to save the transfer item to the **Item Transferred** grid.

8. If there are multiple items being transferred to the selected person, repeat steps 4 - 7 for each item.

9. Click the **Transfer Item(s)** button to transfer the item(s) listed in the **Items Transferred** grid to the selected resource.

10. When the **Waybill** displays in the **Preview** window, click the **Print Report** button to print the **Waybill**.

11. When the **Print** window displays, click the **Print** button to print the **Waybill**.

Remove Transfer Item

Follow the steps in this section to remove an item from the Items Transferred grid:

1. Click the item you want to remove in the **Items Transferred** grid.
2. Click the **Remove Item** button to open the **Transfer Item** window.
3. Enter any applicable remarks in the **Remarks** box, and click the **Save** button. The item is removed from the **Items Transferred** grid.

Supply

Chapter 11

Supply Inventory

This section identifies the steps for tracking the supply inventory.

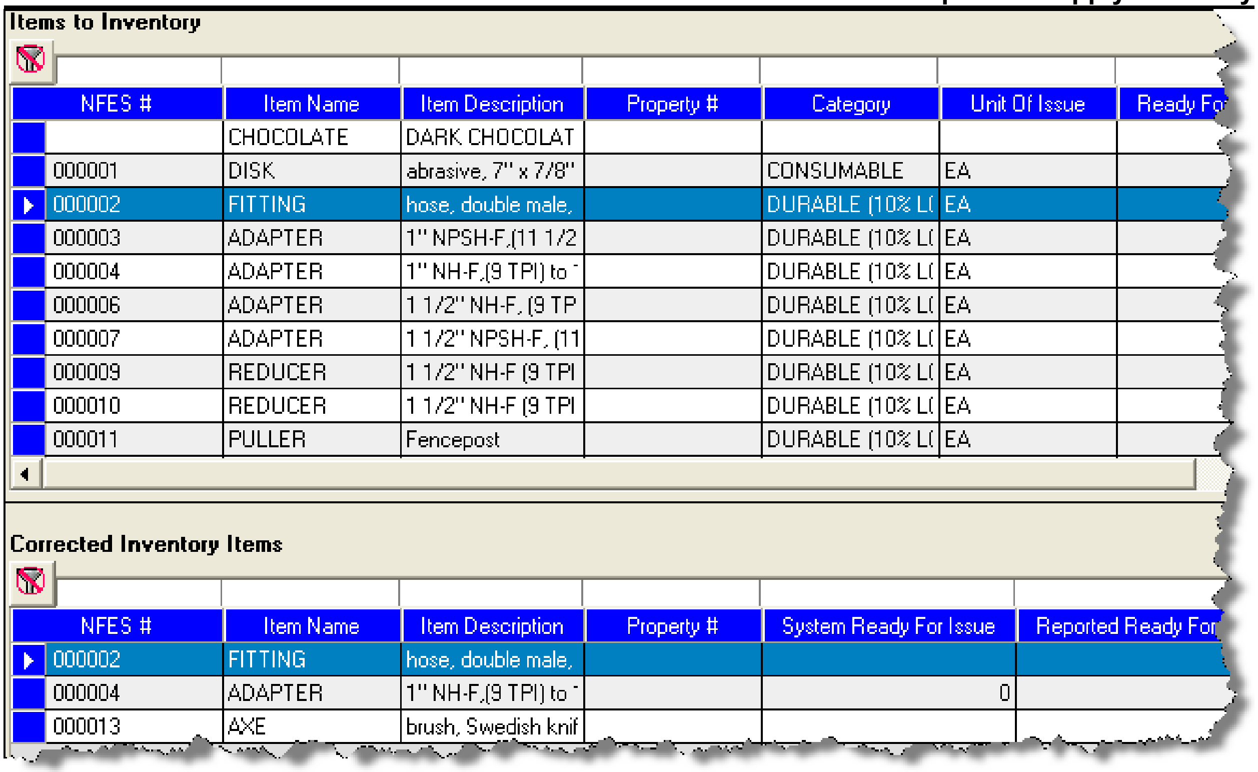
When using the **Supply Inventory** option, it is a good practice to **Receive** all items into the **Supply** module before issuing them to resources. If you do not **Receive** the items into the **Supply** module, the inventory counts may not be correct. *(See Receive Supply Items on Page 11)*

Manually Updating Inventory Counts

Follow the steps in this section to update **Inventory Counts** in the **Supply** module based on a manual count:

If you **Issued** items to resources before **Receiving** them into the **Supply** module, you can manually update the **Inventory Counts** by following the procedures outlined in this section.

1. Click the **Supply** button to open the **Supply** module.
2. From the **Supply** drop-down menu, select the **Inventory** option to open the **Supply - Inventory** window.



Items to Inventory

NFES #	Item Name	Item Description	Property #	Category	Unit Of Issue	Ready Fo
	CHOCOLATE	DARK CHOCOLAT				
000001	DISK	abrasive, 7" x 7/8"		CONSUMABLE	EA	
000002	FITTING	hose, double male,		DURABLE (10% L(	EA	
000003	ADAPTER	1" NPSH-F,(11 1/2		DURABLE (10% L(	EA	
000004	ADAPTER	1" NH-F,(9 TPI) to		DURABLE (10% L(	EA	
000006	ADAPTER	1 1/2" NH-F, (9 TP		DURABLE (10% L(	EA	
000007	ADAPTER	1 1/2" NPSH-F, (11		DURABLE (10% L(	EA	
000009	REDUCER	1 1/2" NH-F (9 TPI		DURABLE (10% L(	EA	
000010	REDUCER	1 1/2" NH-F (9 TPI		DURABLE (10% L(	EA	
000011	PULLER	Fencepost		DURABLE (10% L(	EA	

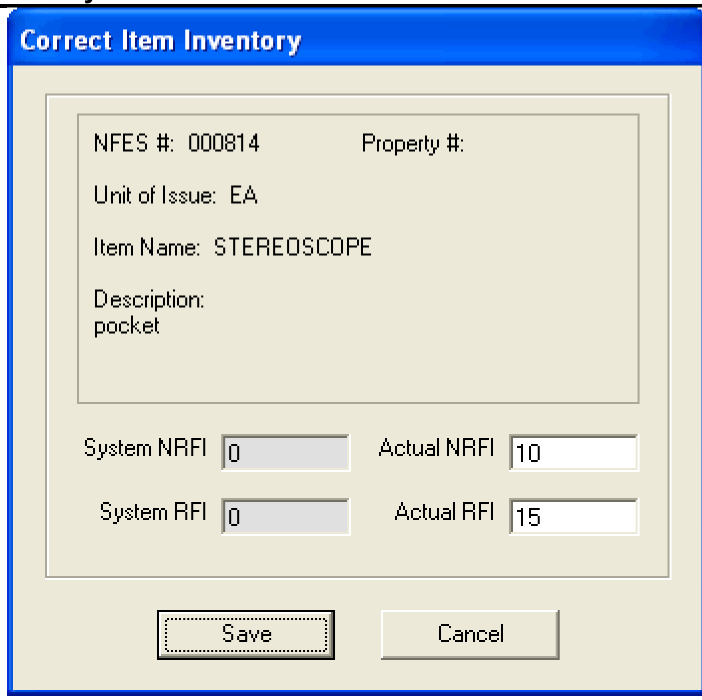
Corrected Inventory Items

NFES #	Item Name	Item Description	Property #	System Ready For Issue	Reported Ready For
000002	FITTING	hose, double male,			
000004	ADAPTER	1" NH-F,(9 TPI) to		0	
000013	AXE	brush, Swedish knif			

3. In the **Items to Inventory** grid, click the supply item that needs corrections made to the inventory count.

4. Click the **Correct Item Inventory** button to open the **Correct Item Inventory** window.

If your team is part of the Supply Pilot, you can scan either the bar code in the **Smart Book** for the inventory item or the **NFES Bar Code** on the item. When you scan the bar code, the system automatically opens the Correct Item Inventory window with the scanned inventory item selected.



5. In the **Actual NRFI** box, type the total number of items that are **Not Ready For Issue**.

6. In the **Actual RFI** box, type the total number of items that are **Ready For Issue**.

7. Click the **Save** button to save the counts to the **Corrected Inventory Items** grid.

8. Repeat steps 3 - 7 for each supply item that needs corrections made to the inventory count.

9. After all of the inventories that needed corrections have been added to the **Corrected Inventory Items** grid, click the **Save** button that displays on the right side of the window.

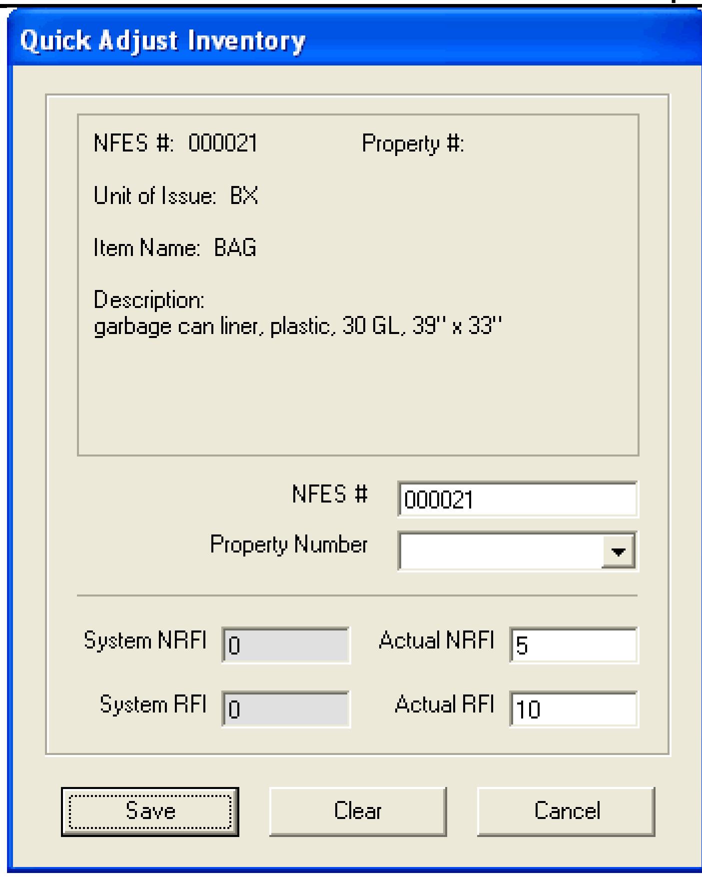
Quick Adjust Inventory Item Counts

Follow the steps in this section to quickly update **Inventory** counts in the **Supply** module:

1. Click the **Supply** button to open the **Supply** module.

2. From the **Supply** drop-down menu, select the **Inventory** option to open the **Supply - Inventory** window.

3. Click the **Quick Inventory** button to open the **Quick Adjust Inventory** window.



4. In the **NFES** box, type the NFES number for the item that needs corrections made to the inventory count.

5. If appropriate, select a property number from the **Property Number** drop-down list.

6. In the **Actual NRFI** box, type the total number of items that are **Not Ready For Issue**.

7. In the **Actual RFI** box, type the total number of items that are **Ready For Issue**.

If a property number was assigned to the item, you cannot enter a quantity greater than 1.

8. Click the **Save** button to save the item counts to the **Corrected Inventory Items** grid.

The **Quick Adjust Inventory** window remains open after you save the new item count. This enables you to quickly add another adjustment.

9. Repeat steps 4 - 8 for each supply item that needs corrections made to the inventory counts.

10. After all of the inventories that needed corrections have been added to the **Corrected Inventory Items** grid, click the **Cancel** button to close the **Quick Adjust Inventory** window.

11. Click the **Save** button that displays on the right side of the window to save the corrected inventory counts.

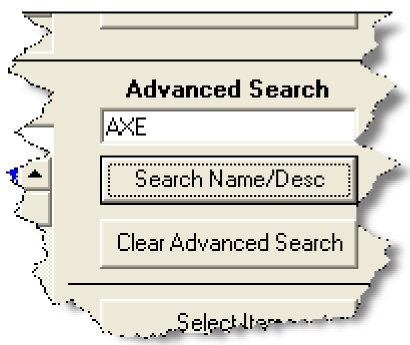
Chapter 12

Advanced Search

The **Advanced Search** function allows you to limit the grid so only those items with a defined term in their name or description display. Follow the instructions in this section to use the **Advanced Search** feature to search for supply items.

The **Advanced Search** option is available on the Issue, Issue Returns, Receive, Transfer, Inventory and Release windows.

1. In the **Advanced Search** box on the right side of the window, enter the term for which you want to search.



2. Click the **Search Name/Desc** button. The grid now only contains those items with the search term in either the name or the description. For example, if you entered AXE as your search term, only those items with AXE in the name or description would display in the grid.

3. To clear the filter and display all items in the grid, click the **Clear Advanced Search** button.

I-Suite Supply

Chapter 13

Supply Reports

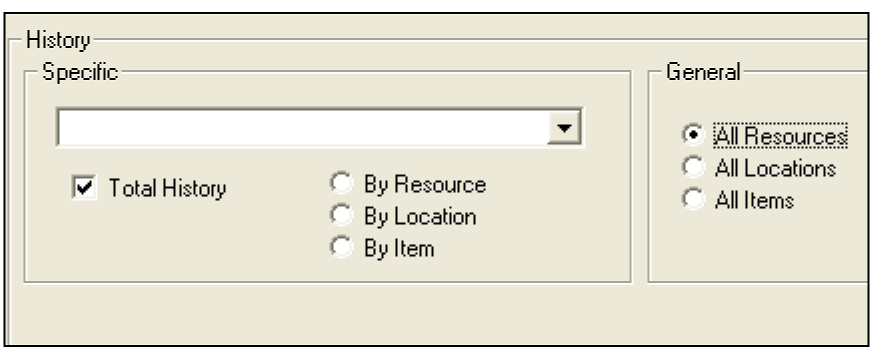
Follow the steps in this section to print standard **Supply** reports.

1. Click the **Supply** button to open the **Supply** module.
2. On the **Toolbar**, click the **Reports** button to open the **Supply Reports** window.
3. Click to select one of the following reports:
    - History *(See Supply History Report on Page 52)*
    - Inventory *(See Inventory Reports on Page 53)*
    - Reprint Waybill *(See Reprinting a Waybill on Page 54)*
    - Supplies Currently Issued To

Supply History Report

Follow the steps in this section to print a Supply History Report:

1. On the **Supply Reports** window, click the **History/Inventory** option to display the **History** settings.



2. If you want to print the report for a specific **Resource**, **Location** or **Item**, click the appropriate option under **Specific**. Then select the resource, location or item from the drop-down list.

    If you want to print the report for ALL **Resources**, **Locations** or **Items**, click the appropriate option under **General**.

3. To include the total history of the resource, location or item, click to check the **Total History** checkbox.

4. To preview and then print the report, click the **Preview** button. When the Preview window displays, click the **Print Report** button.

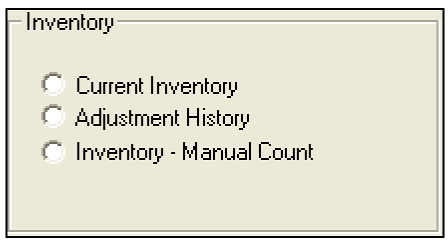
   To print the report without first previewing it, click the **Print** button.

5. When the **Print** window displays, click the **Print** button.

Inventory Reports

Follow the steps in this section to print Inventory reports:

1. On the **Supply Reports** window, click the **History/Inventory** option to display the **Inventory** settings.



2. Click one of the following options to print the identified report:

   - **Current Inventory** - This report is a listing of all of the supply items currently at the incident.
   - **Adjustment History** - This report contains a history of all Inventory Adjustments by NFES#.
   - **Inventory - Manual Count** - This report contains a list of the current inventory and inventory amounts defined in I-Suite. The report includes sections where you can write down the correct inventory if the actual inventory is different from what is defined in I-Suite.

3. To preview and then print the report, click the **Preview** button. When the Preview window opens, click the **Print Report** button.

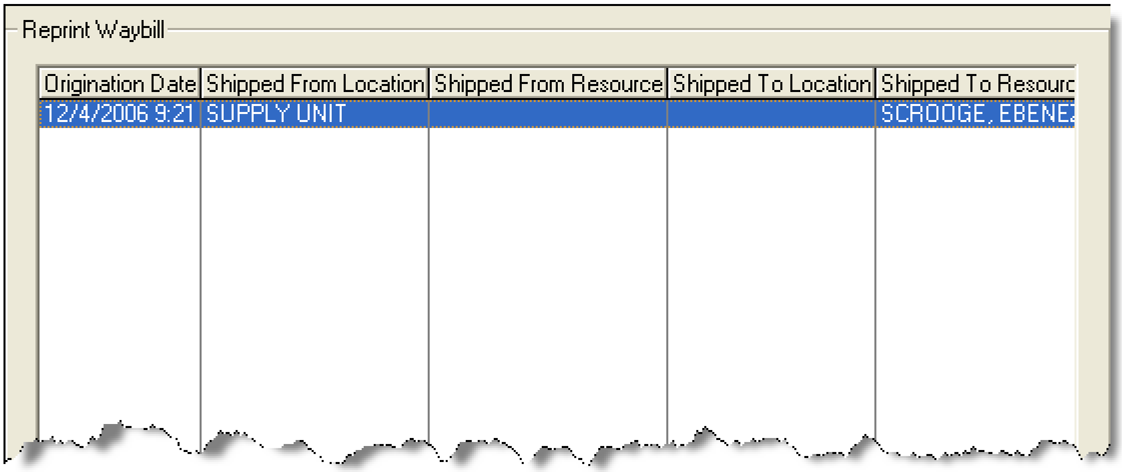
   To print the report without first previewing it, click the **Print** button.

4. When the **Print** window opens, click the **Print** button.

Reprinting a Waybill

Follow the steps in this section to reprint a Waybill:

1. On the **Supply Reports** window, click the **Reprint Waybill** option to display the **Reprint** options.



2. Click the **Waybill** you want to reprint under **Reprint Waybill**.

3. Click the **Preview** button to view the **Waybill** in the **Preview** window.

4. Click the **Print Report** button to print the **Waybill** from the **Preview** window. When the **Print** window displays, click the **Print** button.

Supplies Currently Issued To

Follow the steps in this section to print a list of supplies that are currently issued to one or more resources:

1. Open the **Supply-Issue** or **Issue Returns** window.

2. Click one or more resources in the **Issue To** grid or select a location from the **Location** drop-down list.

3. Click the **Issue Report** button.

I-Suite Supply

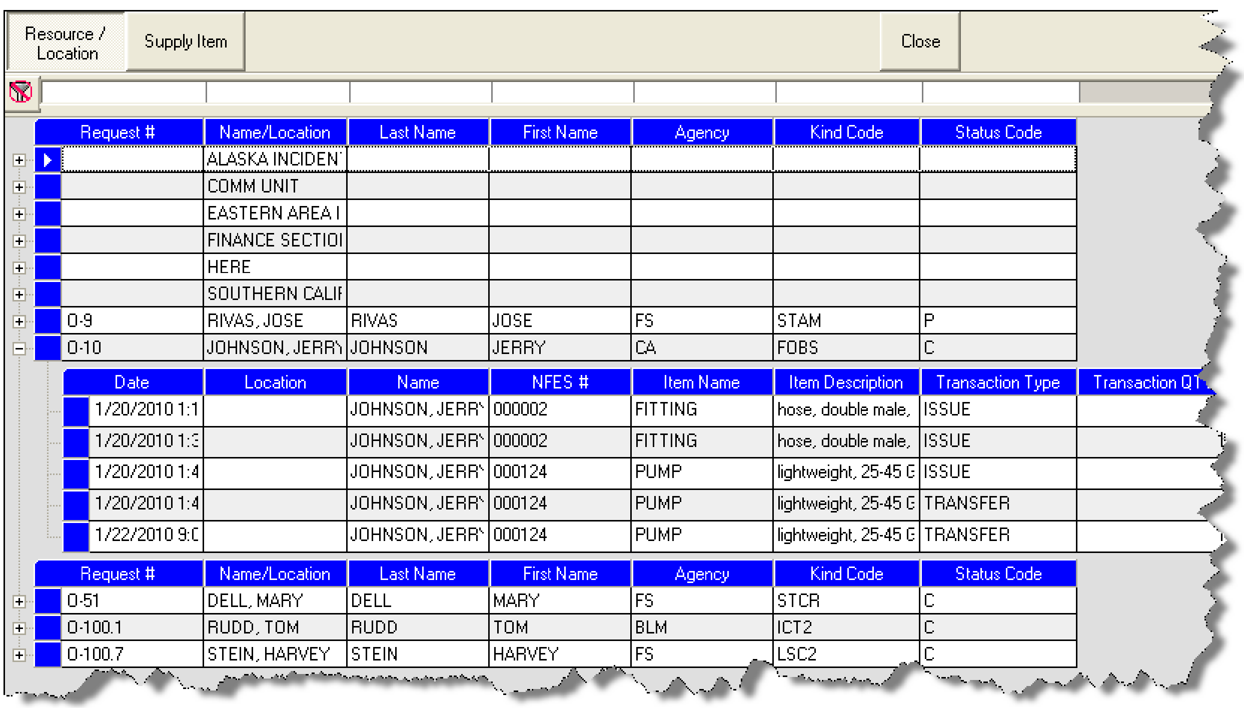
Chapter 13

View Supply History

The View Supply History function allows you to view a history of Supply transactions to occur for the selected incident. This includes issuing supplies, receiving supplies, transferring supplies, releasing supplies and returning supplies. You can view the history either by Resource and Location or by Supply Item.

Follow the steps in this section to view a Supply History:

1. Click the **View History** button in the Supply toolbar to display the Supply History window.



Resource / Location | Supply Item | Close

Request #	Name/Location	Last Name	First Name	Agency	Kind Code	Status Code
	ALASKA INCIDEN					
	COMM UNIT					
	EASTERN AREA I					
	FINANCE SECTIOI					
	HERE					
	SOUTHERN CALIF					
0-9	RIVAS, JOSE	RIVAS	JOSE	FS	STAM	P
0-10	JOHNSON, JERR	JOHNSON	JERRY	CA	FOBS	C

Date	Location	Name	NFES #	Item Name	Item Description	Transaction Type	Transaction QT
1/20/2010 1:1		JOHNSON, JERR	000002	FITTING	hose, double male,	ISSUE	
1/20/2010 1:3		JOHNSON, JERR	000002	FITTING	hose, double male,	ISSUE	
1/20/2010 1:4		JOHNSON, JERR	000124	PUMP	lightweight, 25-45 G	ISSUE	
1/20/2010 1:4		JOHNSON, JERR	000124	PUMP	lightweight, 25-45 G	TRANSFER	
1/22/2010 9:0		JOHNSON, JERR	000124	PUMP	lightweight, 25-45 G	TRANSFER	

Request #	Name/Location	Last Name	First Name	Agency	Kind Code	Status Code
0-51	DELL, MARY	DELL	MARY	FS	STCR	C
0-100.1	RUDD, TOM	RUDD	TOM	BLM	ICT2	C
0-100.7	STEIN, HARVEY	STEIN	HARVEY	FS	LSC2	C

2. To view the history by resources and location, click the **Resource/Location** button.

3. To view the history by supply items, click the **Supply Item** button.

4. Click the plus sign (**+**) next to a resource, location or a supply item to display a list of transactions.

5. When you have finished viewing the history, click the **Close** button to return to the main Supply window.

I-Suite Supply

Chapter 14

Supply Report Descriptions

The following Supply Reports are available in I-Suite:

Supply History

This report is a history of supplies that have been issued. You can print this report for a specific Resource, Location or Item or you can print it for all Resources, Locations or Items.

Current Inventory

This report is a listing of all of the items currently at the incident. Information about the following items is included in the report:

- Received Items
- Issued Items
- Released Items
- Returned Items
- Items Transferred at the Incident

The report identifies the count for each listed item. Trackable items with property numbers are listed with their assigned property number and item amount currently in the Supply tent. A **Count Summary** is included at the end of each NFES group where property numbers are assigned. Each property number has a count associated with it (1 or 0 depending on whether it is still in Supply or was issued or released). For example, if you have a count of 35 for NFES # 000343 and 12 were issued, the summary would be 23. A **Total** displays at the end of the report. This is a total count for all of the items currently in Supply.

Adjustment History

This report contains a history of all Inventory Adjustments by NFES#. Each time a manual inventory is completed and adjustments made to the Supply System, a record is created that is included in the report. The report does not include active inventory information. It only contains a history of adjustments made during an inventory cycle. The information in the report includes:

- NFES #
- Property #
- Date of Adjustment
- Time of Adjustment
- Amount of Adjustment

Inventory - Manual Count

This report is necessary for completing an Inventory Manual Count Cycle. The report contains a list of the current inventory and inventory amounts. The report includes sections where you can write down the correct inventory if the actual inventory is different from what is defined in the Supply system. You can then use the report with the Inventory Form to make the necessary adjustments to the Supply Inventory system. Any changes made to the report are recorded and included in the Adjustment History report. The data you record in this report should be the actual count of the current inventory in stock as compared to the inventory defined in the Supply system.

Appendix A

Revision History

Revision Date	Revision Summary
2011-03-01	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
2006-12-04	Revised instructions by adding more detail and graphics.
2006-06-12	Revised instructions for the 6.02 version of I-Suite.
2006-05-01	Instructions for new features of the Supply module.
2006-04-17	Instructions for new module of the new I-Suite 2006 application.

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ERROR: undefined
OFFENDING COMMAND:

STACK: