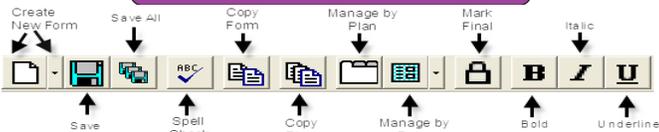


Getting help

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

IAP toolbar and toolbar buttons

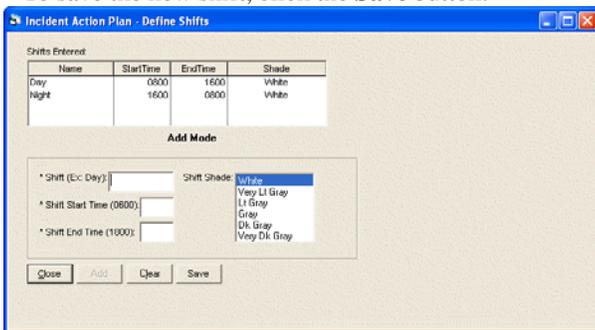


Setting up your IAP

To define shift names and times

You must define shift names and times before you can create IAP forms. You can define as many color-coded shifts as you need, so that you won't confuse day shift forms with night shift forms.

1. From the **Shifts** menu on the IAP window, select **Define Shifts**.
3. On the **Incident Action Plan - Define Shifts** window, complete the following:
 - Shift
 - Shift End Time
 - Shift Start Time
 - Shift Shade.
4. To save the new shift, click the **Save** button.



Master Frequency List

1. Click the **Master Frequency List** option in the **Tree View**.
2. Add the frequencies for the incident to the list.
3. Click the **Show** option next to each frequency to include it in the **Frequency** drop-down list on the **ICS 205** form.
4. Click the **Save** button to save any changes.

Common Form Features

- ◆ IAP automatically enters the **Incident Name**, **Date**, and **Time**.
- ◆ The current date and time are automatically defined as the **Date** and **Time Prepared** on a new form.
- ◆ The **Operational Period** displays the current date and day.
- ◆ You can manually edit the **Operational Period**, if needed.
- ◆ You must save a form after editing it. IAP does not automatically save your forms. If you close a form without first saving it, IAP prompts you to save it.
- ◆ You can manually edit or override almost every entry in a form.

Common Form Features Cont.

To create a new form

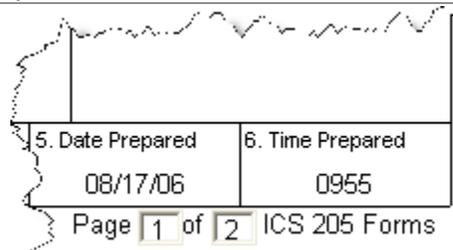
1. Click the arrow on the **New Form** button in the IAP toolbar.
2. Select the form you want to create from the drop-down list that displays.



To show multiple page numbers on a form

1. Use the scroll bar to scroll to the bottom of the new form.
2. In **Page ___ of ___**, enter the page numbers.

For example, for a two-page form, enter **Page 1 of 2** on the first page, and then enter **Page 2 of 2** on the second page of the form



To finalize a form

Until you mark it as "final," a form is automatically marked "draft" at the top and bottom of each page.

1. Click the **Mark Final** button in the IAP toolbar.



ICS 204 Copy/Delete/Insert

Selector Options

1. Click a **Selector** button next to a row. From the menu that displays, you can select to: **Delete Row**, **Insert Row**, **Move Row Up**, **Move Row Down**, **Cut Row** or **Paste Row**.



2. Highlight information in a form, and then right click your mouse. From the menu that displays, you can select to: **Cut**, **Copy**, or **Paste** the highlighted information.