

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	1.2 –Using the administrative tools on the server.
SUGGESTED TIME:	45 minutes
TRAINING AIDS:	Computer projector, screen, PowerPoint presentation, computer (one for instructor and one per trainee).
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Access the administrative tool.2. Manage your I-Suite password.3. Manage your ITS password.4. Create an incident database.5. Attach the incident database.6. Detach the incident database.7. Access the attached incident database from a client machine.8. Stop the SQLServer on a client machine.9. Backup the incident database.10. Restore the backup database.11. Understanding the client and server environment.12. Syncing the date and time to match the training database date and time.

OUTLINE	AIDS & CUES
<p>INTRODUCE THE UNIT.</p> <p>PRESENT UNIT OBJECTIVES.</p> <p>USING THE ADMINISTRATIVE TOOL IS THE PRIMARY RESPONSIBILITY OF THE CTSP.</p> <p>HOWEVER, IF YOU EVER OPERATE IN STAND-ALONE MODE, YOU WILL NEED TO USE THE ADMINISTRATIVE TOOL!</p> <p>THE ADMINISTRATIVE TOOL ALLOWS YOU TO CREATE, ATTACH AND DETACH THE DATABASE USED FOR YOUR I-SUITE APPLICATIONS, AND TO CHANGE YOUR I-SUITE AND ITS PASSWORDS.</p> <p>IT ALSO ALLOWS YOU TO MAKE A BACKUP COPY OF YOUR DATABASE AND CONVERT THE DATABASE TO AN MS ACCESS DATABASE.</p>	

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<p>I. INTRODUCTION</p> <ul style="list-style-type: none"> A. Access the administrative tool. B. Manage your I-Suite password. C. Manage your ITS password. D. Create an incident database. E. Attach the incident database. F. Detach the incident database. G. Access the attached incident database from a client machine. H. Stop the SQLServer on a client machine. I. Backup the incident database. J. Restore the backup database. K. Understanding the client and server environment. L. Syncing the date and time to match the training database date and time. 	

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<p>EXPLAIN THAT THE CTSP IS NORMALLY THE PERSON TO USE THE ADMIN TOOL.</p> <p>THESE EXERCISES ARE OUTLINED ONLY FOR YOUR FUTURE REFERENCE, IN THE EVENT YOU ARE USING I-SUITE IN STAND-ALONE MODE.</p> <p>I WILL EXPLAIN THESE EXERCISES AND YOU CAN FOLLOW ALONG IN YOUR STUDENT OUTLINE.</p> <p>II. EXERCISES</p> <p>EXPLAIN THAT THE SERVER NAME CONSISTS OF YOUR PERSONAL COMPUTER'S FULL COMPUTER NAME AND THE FOLDER NAME \ISUITE.</p> <p>FOR EXAMPLE, PC9778\ISUITE IS A VALID SERVER NAME.</p> <p>TO LOCATE THE FULL COMPUTER NAME FOR YOUR PERSONAL COMPUTER, PERFORM THE FOLLOWING:</p> <ul style="list-style-type: none"> • ON YOUR DESKTOP, RIGHT-CLICK MY COMPUTER, CLICK PROPERTIES, AND THEN CLICK THE NETWORK IDENTIFICATION TAB. <p>A. To access the administrative tool.</p> <ol style="list-style-type: none"> 1. Start Windows Explorer, and then locate C:\isuite\program files\admin. 2. Double-click AdminTool.exe. 3. On the Logon dialog box in the Server box, type the name of the Server, in the format [computername]\ISUITE. 4. In the Password box, type the password for the Admin tool, and then click OK. <p>TELL STUDENTS THE DEFAULT PASSWORD FOR THE ADMIN TOOL.</p>	

EXCEPT FOR YOUR BACKUP PERSON, KEEP YOUR ADMINTOOL AND I-SUITE PASSWORDS CONFIDENTIAL. YOU MUST ABIDE BY THE FOLLOWING RULES WHEN DETERMINING AND CHANGING YOUR PASSWORDS:

- **CHANGE YOUR PASSWORDS EVERY 90 DAYS.**
- **SPECIFY A COMBINATION OF AT LEAST SIX BUT NO MORE THAN 30 LETTERS AND NUMBERS.**
- **USE BOTH UPPER AND LOWER CASE CHARACTERS.**

BE SURE TO SHARE THE PASSWORD WITH ANOTHER PERSON RESPONSIBLE FOR USING THE ADMIN TOOL AT THE INCIDENT IN THE EVEN YOU ARE UNAVAILABLE.

B. To change your I-Suite password.

EXPLAIN BASIC SECURITY MEASURES FOR USING I-SUITE.

EXPLAIN THAT YOU WILL CHANGE THE PASSWORD, BUT THEN CHANGE IT BACK TO THE DEFAULT.

1. On the **I-Suite Administration Tool** screen on the **Security** menu, click **Change AdminTool Password**.
2. On the **Change Password** dialog box in the **Old Password** box, type the current **Password**.
3. In the **New Password** box, type the **New Password**.
4. In the **Confirm New Password** box, type the **New Password**, and then click **OK**.

REPEAT THE PROCESS TO CHANGE THE PASSWORD BACK TO THE DEFAULT.

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<p>C. To change your ITS password.</p> <ol style="list-style-type: none"> 1. On the I-Suite Administration Tool screen on the Security menu, click Set ITS Password. 2. On the Set ITS Password dialog box in the Old Password box, type the current Password. 3. In the New Password box, type the New Password. 4. In the Confirm New Password box, type the New Password, and then click OK. <p>D. To clear your ITS password.</p> <ol style="list-style-type: none"> 1. On the I-Suite Administration Tool screen on the Security menu, click Clear ITS Password. <p>E. To create an incident database.</p> <p>EXPLAIN THAT THE COPY COMMAND ALLOWS YOU TO COPY THE MASTER DATABASE AND CREATE A NEW ONE.</p> <p>THE NEW INCIDENT DATABASE AUTOMATICALLY ATTACHES.</p> <p>NAME THE NEW DATABASE USING THE INCIDENT NAME.</p> <p>THIS ALLOWS EVERYONE TO EASILY IDENTIFY AND MATCH THE INCIDENT WITH THE INCIDENT DATABASE.</p> <ol style="list-style-type: none"> 1. On the I-Suite Administration Tool screen on the Action menu, click Copy database. 2. On the Copy Database dialog box, click the Master Data File Source of Database drop-down arrow, and then click to select C:\isuite\database\isuite.mdf. 	

3. In the **Name of the Copy** box, type the **Incident Name**, and then click **OK**.

THIS IS EXTREMELY IMPORTANT!!!

WHEN YOU NAME THE INCIDENT DATABASE, DO NOT USE SPACES IN THE NAME. IF YOU DO, YOU WILL LOSE DATA AND MAY END UP LOSING YOUR ENTIRE INCIDENT DATABASE!!!

THE NEW DATABASE APPEARS IN THE DROP-DOWN LIST ON THE COPY DATABASE DIALOG BOX.

THIS NEXT EXERCISE EXPLAINS HOW TO ATTACH A DATABASE TO THE SERVER.

- F. To attach the incident database.
 1. On the **I-Suite Administration Tool** screen on the **Action** menu, click **Attach database**.
 2. On the **Attach Database** dialog box, click the **MDF File of Database to attach** drop-down arrow, and then click to select **C:\isuite\database\[incident name].mdf**, and then click **OK**.

NOTICE THAT THE DEFAULT DATABASE NAME APPEARS IN THE “ATTACH AS” BOX.

- G. To detach the incident database.

YOU MUST DETACH A DATABASE BEFORE YOU CAN COPY, MOVE, OR RENAME IT.

1. On the **I-Suite Administration Tool** screen under **Database**, click to select the **database name** you want to detach.
2. On the **Action** menu, click **Detach Database**.

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<p>H. To access the attached incident database from a client machine.</p> <ol style="list-style-type: none"> 1. Double-click the I-Suite application of your choice. 2. On the dialog box that appears, click the Server drop-down arrow, and then click to select the Server of your choice. <p>IF THE SERVER NAME DOES NOT DISPLAY AS A CHOICE, YOU CAN TYPE THE NAME OF THE SERVER IN THE SERVER BOX.</p> <ol style="list-style-type: none"> 3. Click the Database drop-down arrow, click to select the Database of your choice, and then click OK. <p>IF THE INCIDENT DATABASE DOES NOT DISPLAY AS A CHOICE, YOU CAN TYPE THE NAME OF THE INCIDENT DATABASE IN THE DATABASE BOX.</p> <p>I. To stop the MS SQLServer on a client machine.</p> <p>EXPLAIN THAT YOU CAN STOP THE MS SQLSERVER ON YOUR CLIENT MACHINE TO ENHANCE THE SERVER PERFORMANCE.</p> <p>FOR PERSONAL COMPUTERS WITH WINDOWS 2000 OPERATING SYSTEMS, MS SQLSERVER AUTOMATICALLY STARTS WHEN INSTALLING MSDE.</p> <ol style="list-style-type: none"> 1. On the Windows taskbar, right-click the MS SQLServer icon, and then point to MS SQLServer – Stop. 2. On the SQL Server Service Manager dialog box, click Yes. <p>J. To backup the incident database.</p> <p>TO RESTORE THE BACKUP DATABASE YOU MUST KNOW THE LOGON PASSWORD.</p>	

CREATE A COPY OF THE DATABASE ONCE DAILY AND SAVE IT TO ANOTHER LOCATION OTHER THAN THE SERVER MACHINE, SUCH AS A COMPACT DISC, ZIP DISK, OR THUMB DRIVE.

YOU DO NOT NEED TO LOG OFF OR CLOSE APPLICATIONS DURING THIS PROCESS.

1. On the **I-Suite Administration Tool** screen on the **Action** menu, click **Backup** database.
2. On the **Backup Database** dialog box, click the **Database** drop-down arrow, and then click to select the **database name** of your choice.

THE BACKUP NAME IS AUTOMATICALLY CREATED IN THE NAME BOX, USING THE FORMAT: [FILE NAME]_DATE_TIME.

3. Click the **Backup to** drop-down arrow, click to select the file location of your choice, and then click **OK**.

K. To restore the backup database.

THIS PROCESS AUTOMATICALLY OVERLAYS YOUR CURRENT DATABASE WITH THE BACKUP DATABASE, SO BE SURE THAT YOU REALLY WANT TO DO THIS BEFORE PROCEEDING!!!

BEFORE COMPLETING THIS PROCESS, CREATE A COPY OF THE CURRENT INCIDENT DATABASE FIRST.

1. On the **I-Suite Administration Tool** screen on the **Action** menu, click **Restore database**.
2. On the **Restore Database** dialog box, click the **Restore as database** drop-down arrow, and then click to select the **database** of your choice.

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<p>EXPLAIN THAT THE CURRENTLY ATTACHED DATABASE APPEARS AS THE DEFAULT.</p> <p>IF YOU DO NOT WANT TO OVERLAY THE CURRENT DATABASE WITH THE RESTORED ONE, CLICK TO CLEAR THE “FORCE RESTORE OVER EXISTING DATABASE” CHECK BOX.</p> <p>3. Click the Restore from drop-down arrow, click to select the file location of the backup database, and then click OK.</p> <p>L. To understand the client and server environment.</p> <p>Remember these key points when running I-Suite in fire camp:</p> <ol style="list-style-type: none"> 1. Remove all DNS and WINS addresses from the Advanced TCP/IP settings. 2. Verify that the personal computer has Internet Explorer version 5.5 or higher before installing I-Suite. Otherwise, you must uninstall I-Suite, upgrade Internet Explorer, and then reinstall I-Suite. 3. If McAfee virus protection is running, stop it before installing I-Suite. 4. For Forest Service A31 laptops, ignore the .dll error messages during the installation. These errors do not affect performance. 5. Use an empty database whenever you start a new incident. Keep an empty database available for your next incident. 6. Backup the incident database many times during the day, especially after significant data entry. Save it to another location other than the server machine, such as a compact disc, zip disk, or thumb drive at least once daily. 7. To avoid a hanging connection when you shut down IRSS, or when running a backup or compact and repair, map to the snap server IP address instead of a drive letter. 	

FOR TRAINING, YOUR COMPUTER ACTS AS THE SERVER AND THE CLIENT.

NO ONE IS LINKED TOGETHER, SHARING THE INCIDENT DATABASE.

THAT IS WHY WE WON'T HAVE 40, 0-300s WHILE WE ARE COMPLETING THE TRAINING EXERCISES.

- M. To adjust the date and time to match the training database date and time.

EXPLAIN THAT THIS EXERCISE ALLOWS YOU TO MATCH YOUR COMPUTER WITH THE TRAINING DATABASE.

BEFORE YOU ADJUST THE DATE AND TIME, DETERMINE THE DATE OF THE TRAINING INCIDENT DATABASE. TO DO THIS, START IT, CLICK "INCIDENT ADD/EDIT" FROM THE "INCIDENT DATA" MENU, AND THEN REVIEW THE "START DATE" OF THE INCIDENT.

YOU MUST HAVE ADMINISTRATOR PRIVILEGES TO ADJUST THE DATE/TIME ON YOUR COMPUTER.

1. On your personal computer or laptop, right-click the **clock**, and then click **Adjust Date/Time**.
2. Modify the **clock** to match the incident database **Start Date**.