

I-SUITE DATA REPOSITORY UPLOAD INSTRUCTIONS

- It has been requested that all ISuite database files be uploaded to the data repository at each team transition and at the end of an incident.
- Please refer to the I-Suite Admin Guide for instructions to create a repository file.
- After your repository file is created you must connect to the internet to upload the file using the following instructions.
- You must have your Team DMS Account user name and password to access the repository site. The user name and passwords were forwarded to each Incident Commander. If you do not have this information, please contact the I-Suite helpdesk at (866) 224-7677.

1. Open your internet browser and type in the following address:
<https://isuitetest.nwcg.gov>

2. Select OK to the following Security Alert



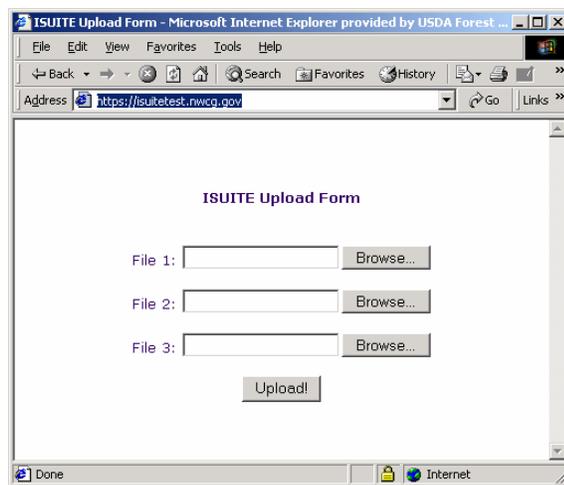
3. Select Yes to the second Security Alert



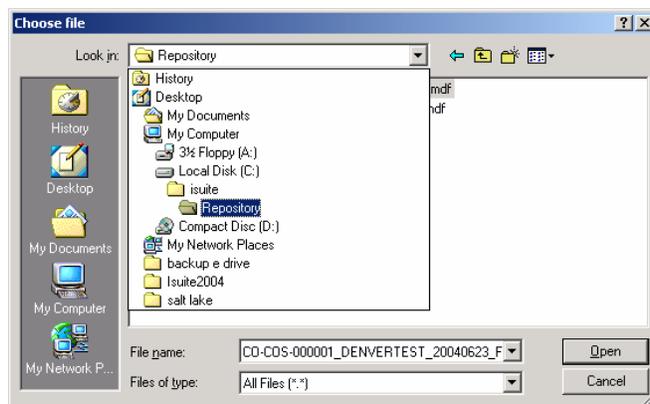
4. Enter your Team DMS username and password



5. Select the Browse button, and navigate to the location of your repository file



6. The default location is C:\isuite\Repository
 - Select the file name of your choice and select open
7. Repeat the above process for each incident file



8. Select the Upload button to complete the process

