I-Suite Administrator's Guide

This I-Suite Administrator's Guide explains how to download and install I-Suite and use the AdminTool to manage your incident databases. Topics in this guide include:

- Getting started
- Getting help
- Installing I-Suite
- Managing security
- Setting up the server and client personal computers
- Managing your incident databases
- Exporting files to the data repository
- Importing ROSS data files.

Getting started

This section outlines the basic system requirements to install and use the I-Suite application and provides an overview to the I-Suite AdminTool. Topics in this section include:

- Understanding the basic I-Suite system requirements
- Using the I-Suite AdminTool.

Understanding the basic I-Suite system requirements

To adequately install and run the I-Suite application, your personal computer must have the following minimum system requirements:

- Internet Explorer version 5.5 or higher
- Microsoft Windows 2000 or higher, with administrator privileges.

Using the I-Suite AdminTool

Admintool.exe is a program that allows you to perform a variety of administration functions for I-Suite. The types of functions you can perform using the AdminTool include:

- changing your AdminTool password
- changing your ITS password
- create, attach, and detach your incident database
- backup and restore your incident database
- convert the incident database to MS Access.

When working in the server/client environment, remember these key points when using the AdminTool:

- Use the AdminTool only on the server machine.
- Disable the hibernate/sleep mode on the server machine so that the client machine can access the incident database.

- If you promote a client machine to a server, you must start the MS SQL Server on that machine.
- Ensure that all client machines access the correct server so that they have access to the correct incident database.

For specific information about using the AdminTool to set up personal computers for an incident, see "Setting up the server and client personal computers" and "Managing your incident databases," later in this chapter.

Getting help

This section explains how to access and locate help information. There are three basic ways to obtain help information for I-Suite applications:

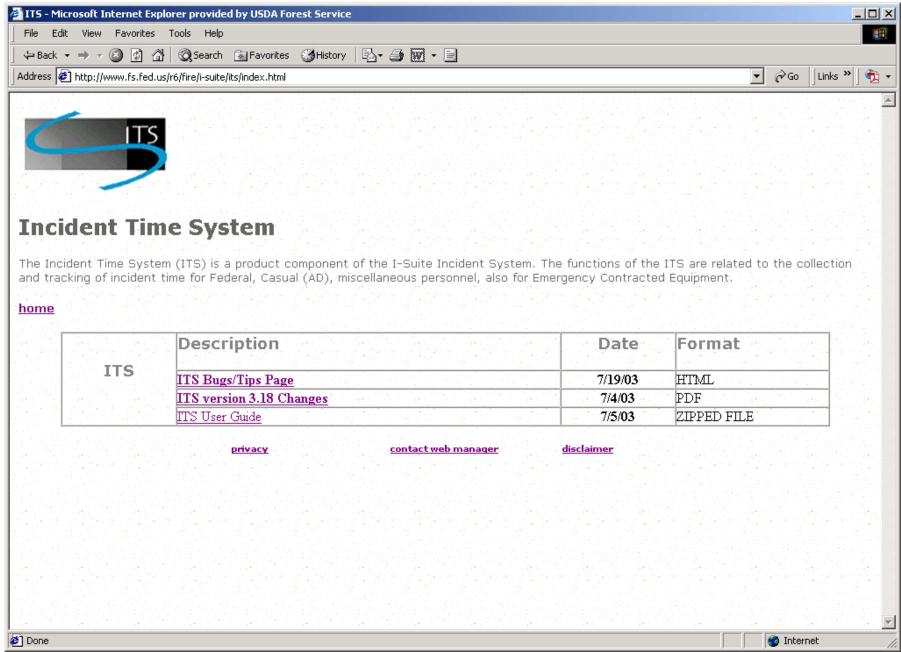
- **Access the I-Suite website.** This site contains a wide array of I-Suite information, including software downloads, updates, and user documentation.
- **Contact the I-Suite Helpdesk.** If you are unable to answer your question using the I-Suite website, contact the I-Suite Helpdesk at (866) 224-7677.

To locate help information on the I-Suite website

1. Start your Internet browser.
2. In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.
3. On the **Welcome to I-Suite** webpage, click the application icon of your choice, and then click to select the **topic** of your choice.

The following diagram shows the ITS application icon on the Welcome to I-Suite webpage.

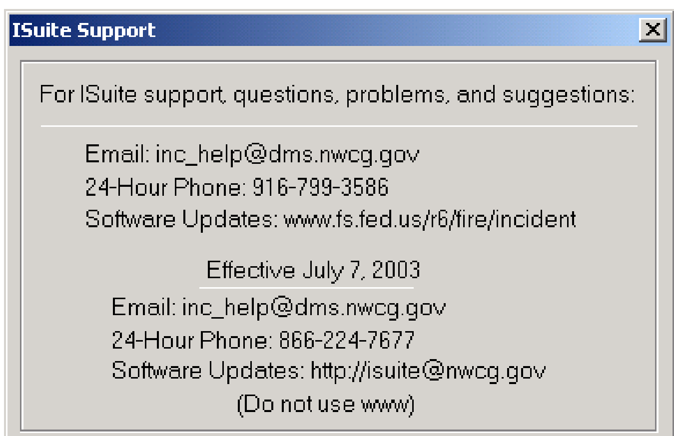
The following diagram shows the ITS webpage and a list of available topics.



To display help information within an I-Suite application

- On the menu bar, click **Help**, and then click **Support**.

The following diagram shows the ISuite Support dialog box.



To contact the I-Suite Helpdesk

The I-Suite Helpdesk schedule is based on fire season, Eastern Time:

November 1st - March 31st	*0800-2000*
April 1st - October 31st	*0700-2300.*

- Call **(866) 224-7677**, or email **inc_help@dms.nwcg.gov**.

To obtain a copy of I-Suite user guides

1 Start your Internet browser.

2 In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.

3 On the **Welcome to I-Suite** webpage, click the application icon of your choice, and then click to select appropriate **User's Guide**.

Installing I-Suite

This section explains how to download and install the I-Suite application, including the I-Suite application and the update patch. The I-Suite application is comprised of the following software application:

- Admin Tool
- I-Suite Merge/Split (IMS)
- Incident Resource Status System (IRSS)
- Incident Cost Accounting and Reporting System (ICARS)
- Incident Time System (ITS)
- Incident Action Plan (IAP).

To download and install software on an agency personal computer, you must follow that agency's regulations and requirements. You may also need Administrator access granted before starting this process. For more information, contact your agency System Administrator.

To download the I-Suite application from the I-Suite website

1 Start your Internet browser.

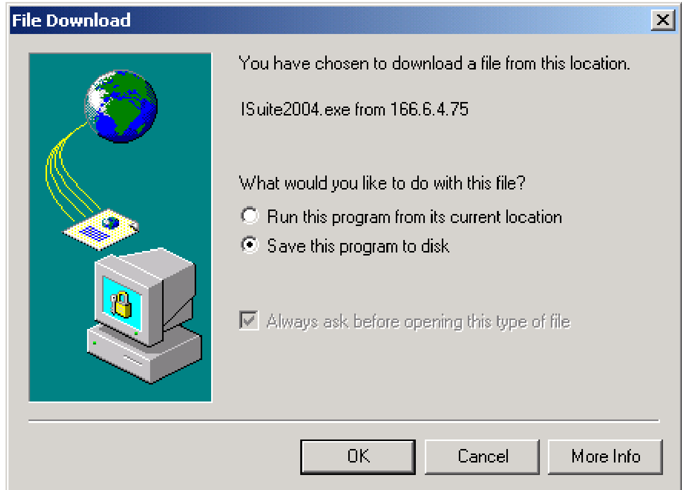
2 In the **Address** bar, type **http://isuite.nwcg.gov** and then press ENTER.

3 Click the download link that corresponds to downloading **I-Suite2004.exe**.

4 On the **File Download** dialog box, click **Save this program to disk**, and then click **OK**.

5 On the **Save As** dialog box, save **isuite2004.exe** to a location of your choice, and then click **Save**.

The following diagram shows the File Download dialog box.



The following diagram shows the Save As dialog box, In this example, ISuite2004.exe is being saved to the desktop.

This process takes several minutes. Please be patient!

To install I-Suite2004 on your personal computer

Be sure to exit all software applications before starting the installation process. Once ISuite2004 installs, your personal computer automatically restarts.

1 On your desktop, double-click **isuite2004.exe**.

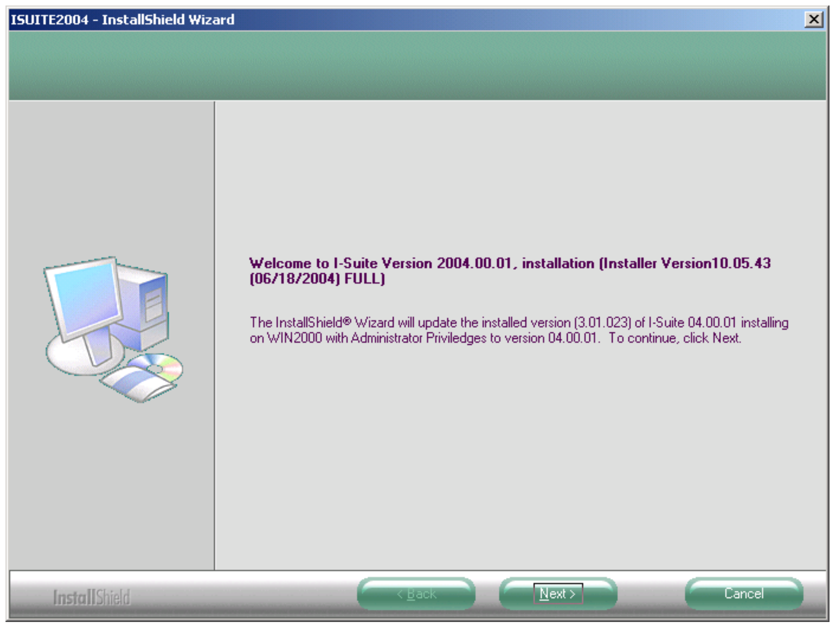
This process takes several minutes. Please be patient!

2 On the **ISUITE2004 - InstallShield Wizard** dialog box, click **Next**.

3 Once the installation is complete, click **Finish** on the **ISUITE2004 - InstallShield Wizard** dialog box.

Once your personal computer restarts, you can delete the ISuite2004.exe file.

The following diagram shows the ISUITE2004-InstallShield Wizard dialog box.



Managing security

This section identifies some security measures and precautions available in the AdminTool. Topics in this section include:

- Maintaining passwords
- Clearing out Social Security Numbers.

Maintaining passwords

Your AdminTool and I-Suite passwords are to be kept 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.
- Do not share your passwords with anyone.

For example, while "mi1kDUD" is a valid password, "milkdud" is not!

To change your AdminTool password

Changing your password is performed using the Administrative Tool that is located on your personal computer.

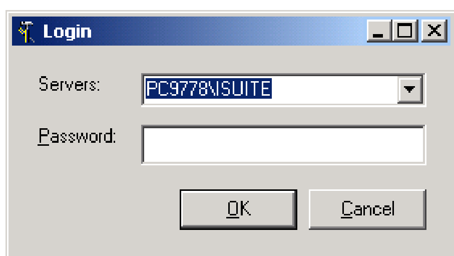
1. On your desktop, double-click the **AdminTool** icon.
2. On the **Login** dialog box, click the **Server** drop-down arrow, and then click to select the **Server name** of your choice.

   *The Server name consists of your personal computers **Full computer name** and the folder name **\ISUITE**. For example, **PC9778\ISUITE** is a valid **Server** name.*

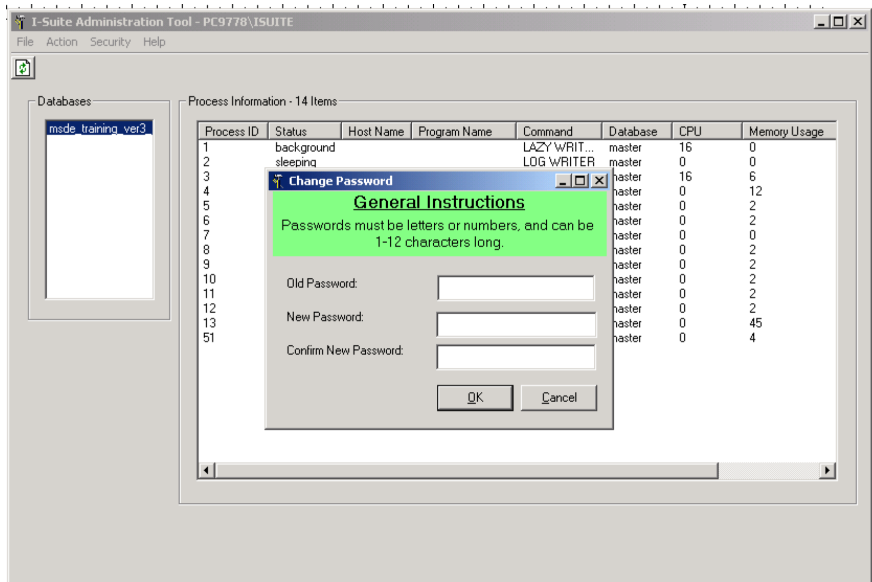
   *To locate the **Full computer name** for your personal computer, on your **Desktop**, right-click **My Computer**, click **Properties**, and then click the **Network Identification** tab.*

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

The following diagram shows the Login dialog box.



The following diagram shows the Change Password dialog box and the I-Suite Administration Tool screen.



To set or change your ITS password

Changing your password is performed using the Administrative Tool that is located on your personal computer.

1 On your desktop, double-click the **AdminTool** icon.

2 On the **Login** dialog box, click the **Server** drop-down arrow, and then click to select the **Server name** of your choice.

3 In the **Password** box, type the current **Password**, and then click **OK**.

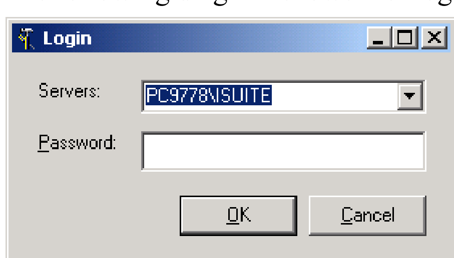
4 On the **I-Suite Administration Tool** screen on the **Security** menu, click **Set ITS Password**.

5 On the **Set ITS Password** dialog box in the **Old Password** box, type the current **Password**.

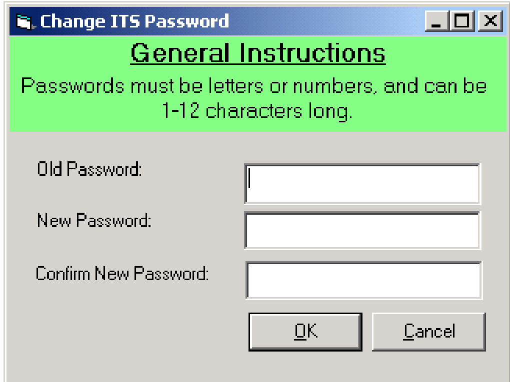
6 In the **New Password** box, type the **New Password**.

7 In the **Confirm New Password** box, type the **New Password**, and then click **OK**.

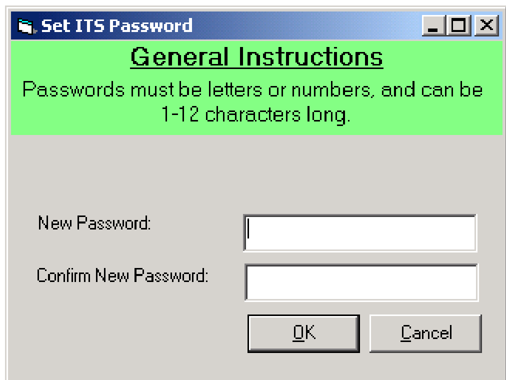
The following diagram shows the Login dialog box.



The following diagram shows the Set ITS Password dialog box.



The following diagram shows the Set ITS Password dialog box that displays when a previous password did not exist.



To clear your ITS password

1 On the **ITS menubar**, click **Exit ITS**, or click **Exit** on the **File** menu.

2 Start **Windows** explorer, and then locate **C:\isuite\program files\admin**.

3 Double-click **Admintool.exe**.

4 Click the **Server** drop-down arrow, and then click to select the **Server name** of your choice.

5 In the **Password** box, type the current **Password**, and then click **OK**.

6 On the **I-Suite Administration Tool** screen on the **Security** menu, click **Clear ITS Password**.

Clearing out Social Security Numbers

I-Suite data contains private and personal information including Social Security Numbers (SSN) and IRS Federal Employer Tax ID Numbers (EIN). Before publishing any report that might jeopardize this private data, you must remove this sensitive information from the I-Suite database.

To clear SSNs and EINs from the I-Suite database

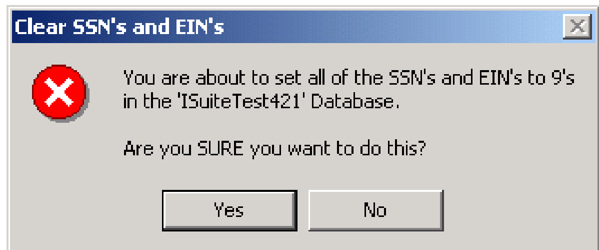
1 On the **I-Suite Administration Tool** screen on the **Security** menu, click **Clear SSN/EIN**.

2 On the first warning message on the **Clear SSN's and EIN's** dialog box, click **OK**.

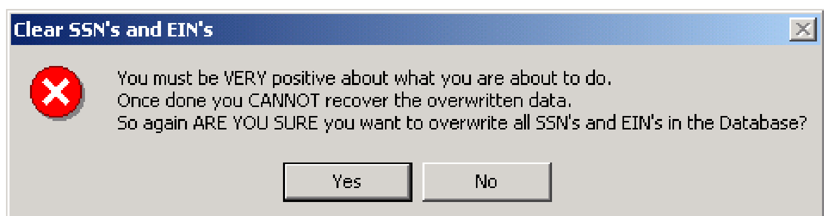
3 On the second warning message on the **Clear SSN's and EIN's** dialog box, click **OK**.

4 On the **Complete** dialog box, click **OK**.

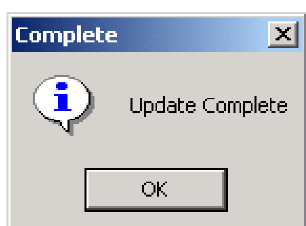
The following diagram shows the first warning message on the Clear SSN's and EIN's dialog box.



The following diagram shows the second warning message on the Clear SSN's and EIN's dialog box.



The following diagram shows the Complete dialog box.



Setting up the server and client personal computers

This section explains how to set up server and client personal computers for an incident. Remember these key points when running I-Suite in fire camp:

- Remove all DNS and WINS addresses from the Advanced TCP/IP settings.
- 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.

- If McAffee virus protection is running, stop it before installing I-Suite.
- For Forest Service A31 laptops, ignore the .dll error messages during the installation. These errors do not affect performance.
- Use an empty database whenever you start a new incident. Keep an empty database available for your next incident.
- 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.
- 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.

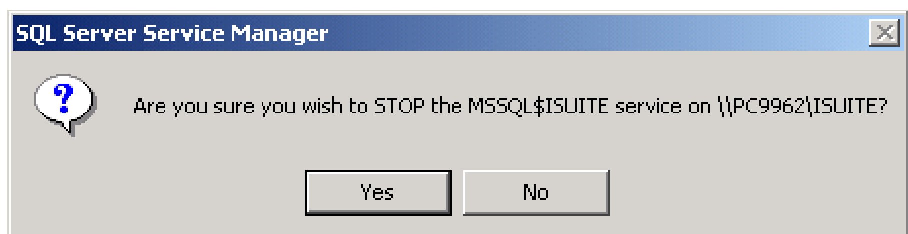
To stop the MS SQLServer on a client machine - for Windows 2000

Stop the MS SQLServer on your client machines to enhance server performance.

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**.

The following diagram shows the SQL Server Service Manager dialog box.



Managing your incident databases

This section explains how to use the AdminTool to create, attach, and detach incident databases to your I-Suite applications. This section also explains how to backup and restore an incident database, and outlines two methods for accessing the database from MS Access.

To access the administrative tool

1 On your desktop, double-click the **AdminTool** icon.

2 On the **Logon** dialog box in the **Server** box, type the name of the **Server**, in the format [computername]\ISUITE.

The server name consists of your personal computer's full computer name and the folder name \isuite. For example a valid computer name is pc9962\isuite.

To locate the full computer name for your personal computer, right-click ***My Computer*** *on your* ***Desktop****, and then click the* ***Network Identification*** *tab.*

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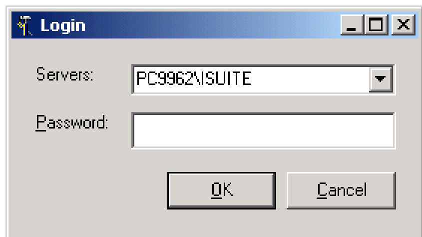
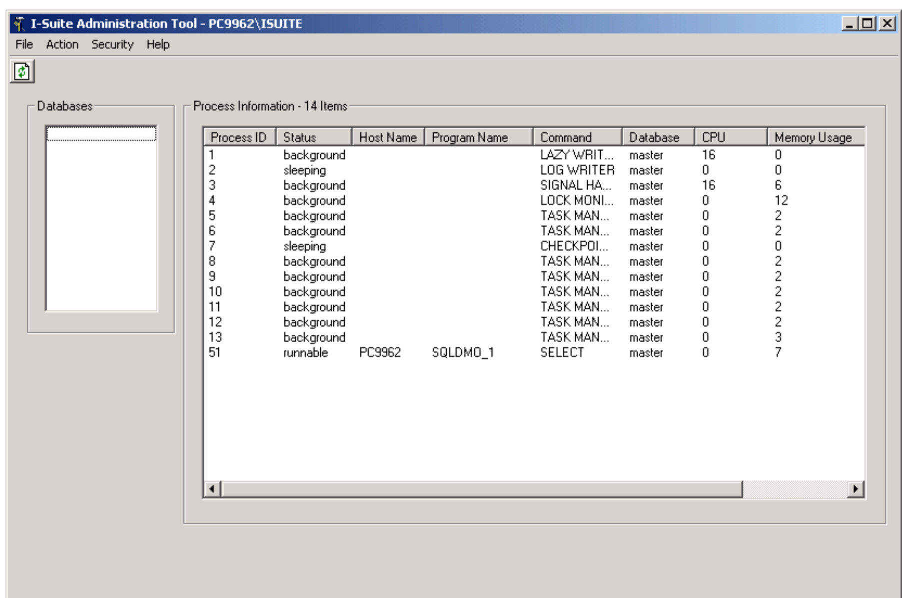
3 In the **Password** box, type the admin tool password, and then click **OK**.

The following diagram shows the Login dialog box.



The following diagram shows the I-Suite Administration Tool screen.



To create an incident database

Use your team's naming standards to name your incident database.

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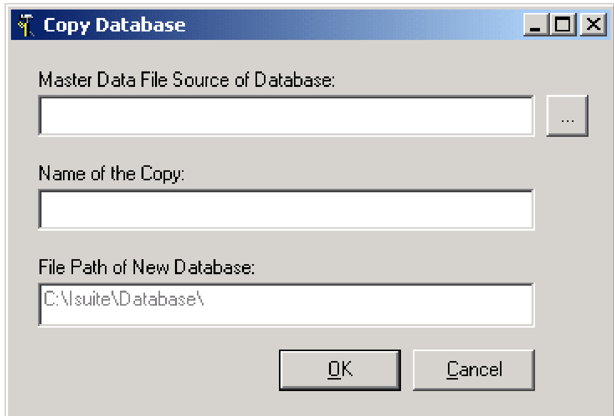
1 On the **I-Suite Administration Tool** screen on the **Action** menu, click **Copy** database.

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**.

*The **File Path of New Database** box displays the complete file location of the new incident database.*

The following diagram shows the Copy Database dialog box.

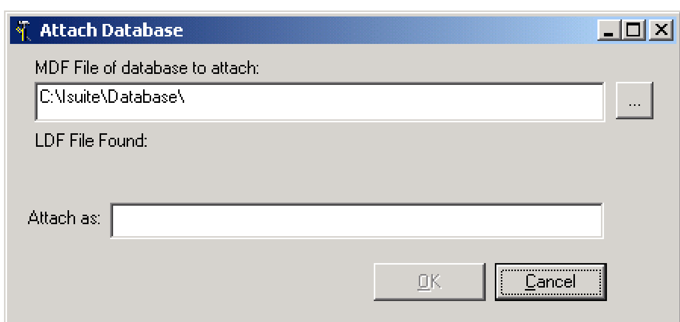


To attach the incident database

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, click to select **C:\isuite\database\[incident name].mdf**, and then click **OK**.

The following diagram shows the Attach Database dialog box.



To detach the incident database

Before you can copy, move, or rename an incident database, you must first detach 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**.

To access the attached incident database from a client machine

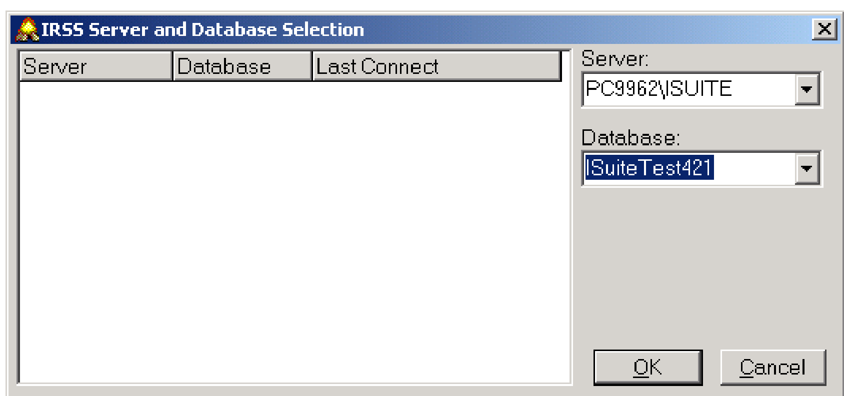
1. Double-click the **I-Suite application** of your choice.
2. On the dialog box that appears, click the **Server** drop-down arrow, and then click to select the **Server** of your choice.

   *If the server name does not display as a choice, type the name of the server in the **Server** box.*

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

   *If the incident database name does not display as a choice, type the name of the incident database in the **Database** box.*

The following diagram shows the IRSS Server and Database Selection dialog box.



To backup the incident database

To recover a backup incident database, you must know the logon password.

You do not need to log off or close applications during this process.

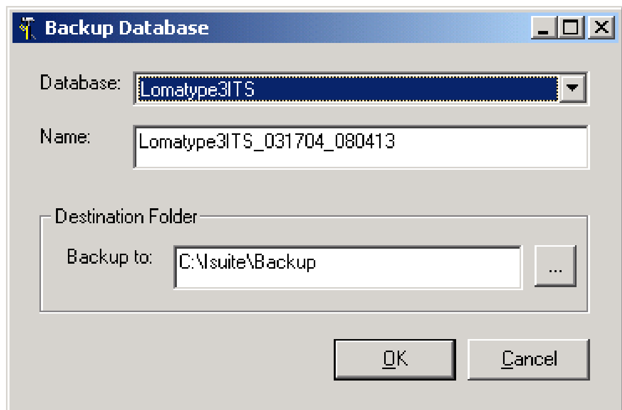
1. On the **I-Suite Administration Tool** screen on the **Action** menu, click **Backup database**.

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, in the format [filename]_date_time.*

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

The following diagram shows the Backup Database dialog box.



To restore the backup database

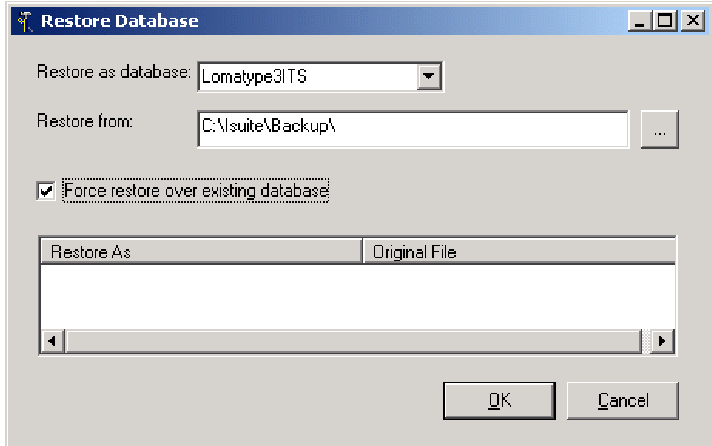
Restoring the backup database overlays your current incident database with the backup database. Before starting this process, create a copy of the current incident database.

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.

3 Click the **Restore from** drop-down arrow, click to select the **file location of the backup database**, and then click **OK**.

The following diagram shows the Restore Database dialog box.



Accessing the database from MS Access

This section explains two methods for accessing an I-Suite database from MS Access.

To access a database from MS Access - preferred method

This method allows you to create queries and reports in the same manner as if you were directly in MS Access, but also allows you to perform limited editing of the database tables.

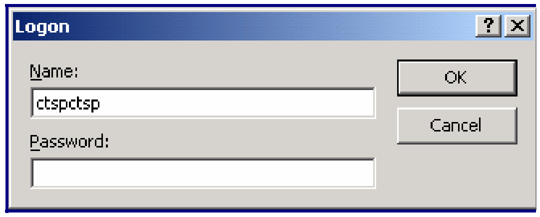
1. Start **Windows Explorer**, and then navigate to **c:\isuite\database**.
2. Double-click **ISuiteMSDE.adp**.
3. On the **Login** dialog box, click **Cancel**.
4. On the **File** menu, click **Connection**.
5. On the **Data Link Properties** dialog box under **1. Select or enter a server name**, click the drop-down arrow or type the **server name**.

   *For example, type **ISUITE\ISUITE**.*

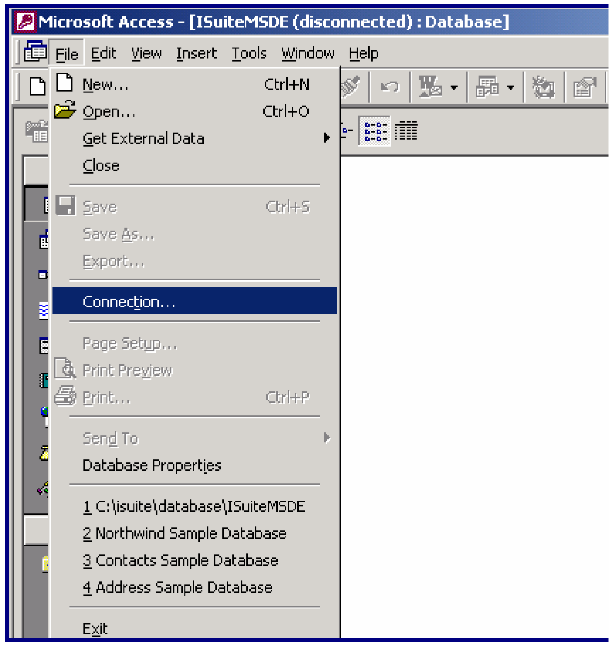
6. Under **Enter information to log on to the server**, click **Use a specific user name and password**, and then type **ctspctso** in the **User name** box.
7. In the **Password** box, type the **AdminTool password**.
8. Click to select **3. Select the database on the server**, and then click the drop-down arrow or type the **database name**.
9. Click the **Test Connection** button.
10. On the **Data Link Properties** dialog box, click **OK**.

You can now display all tables in the database window. Queries are linked as tables and display on the tables window, not the queries window.

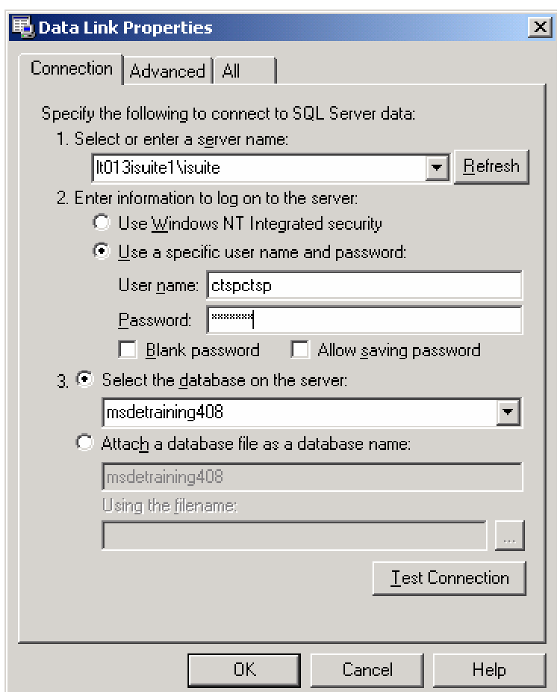
The following diagram shows the Login dialog box.



The following dialog shows the Connection option selected on the File menu.



The following diagram shows the Data Link Properties dialog box.



To access a database from MS Access - use with caution

1 Start **Windows Explorer**, and then navigate to **c:\isuite\database**.

2 Right-click **ISuiteMSDE.dsn**, click **Open**, and then click to select **Notepad** on the **Open With...** dialog box.

3 In **Notepad**, change the following information

- DATABASE=your database name
- SERVER=the name of your server with \isuite
- WSID=your computer name.

4 When finished, click **Save** on the **File** menu, and then close **Notepad**.

5 Start **MS Access,** and then create a new blank database.

6 On the **File** menu, point to **Get External Data**, and then click **Link Tables**.

7 On the **LINK** dialog box, click the **Files of type** drop-down arrow, and then click to select **ODBC Database()**.

8 On the **Select Data Source** dialog box, click the **File Data Source** tab, click the **Look in** drop-down arrow, click to select **c:\isuite\database\ISuiteMSDE.dsn**, and then click **OK**.

9 On the **SQL Server Login** dialog box, type **ctspctso** in the **Login ID**, type the **AdminTool password** in the **Password** box, and then click **OK**.

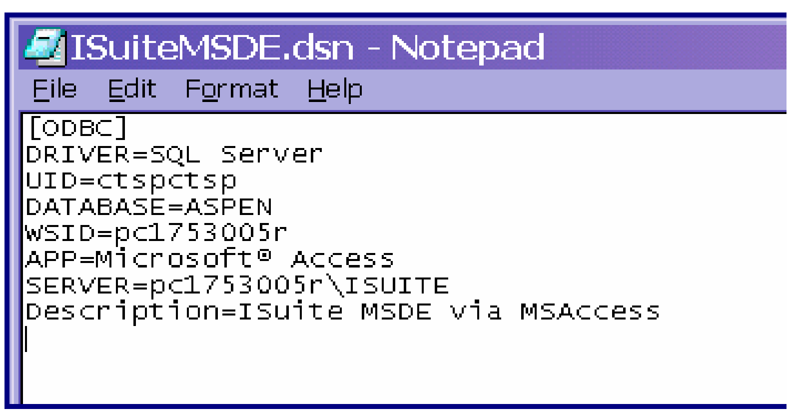
10 On the **Link Tables** dialog box, click the **Select All** button, and then click **OK**.

Yo may also click to select only those tables you want to access, and then click ***OK****.*

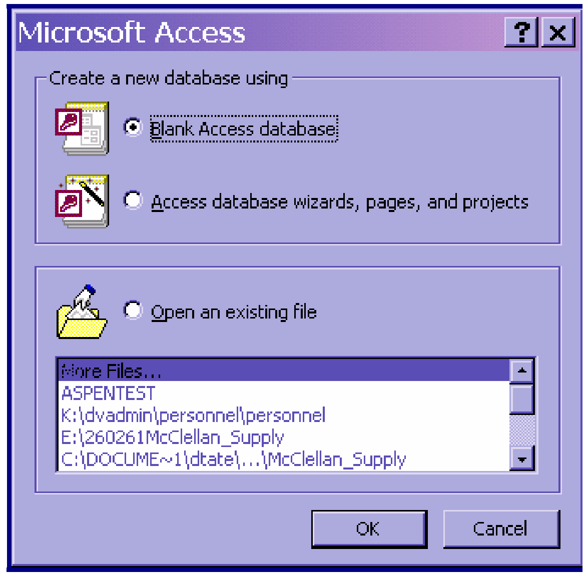
11 For each table that displays on the **Select Unique Record Identifier** dialog box, double-click the **first field on the top in the list**.

You can now display all tables in the database window. Queries are linked as tables and display on the tables window, not the queries window.

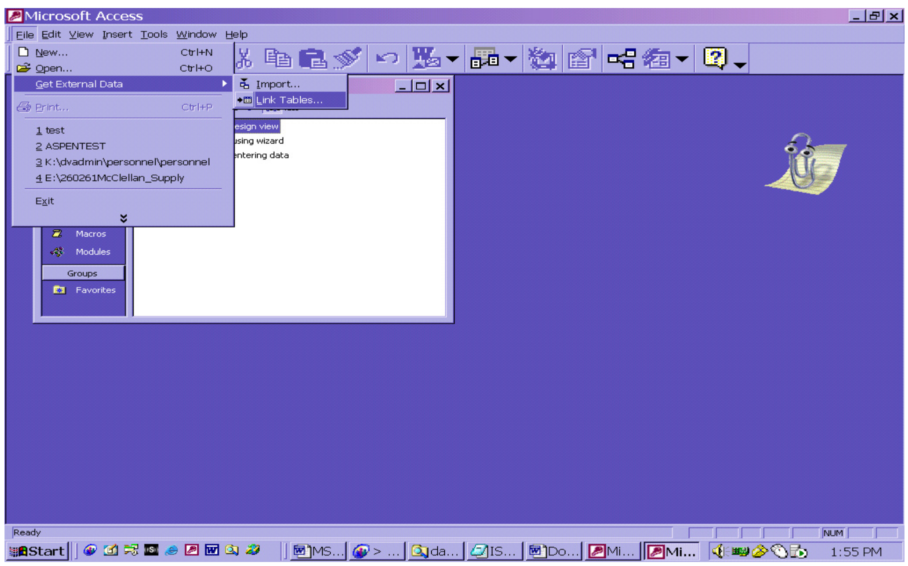
The following diagram shows the ISuiteMSDE.dsn database as displayed in Notepad.



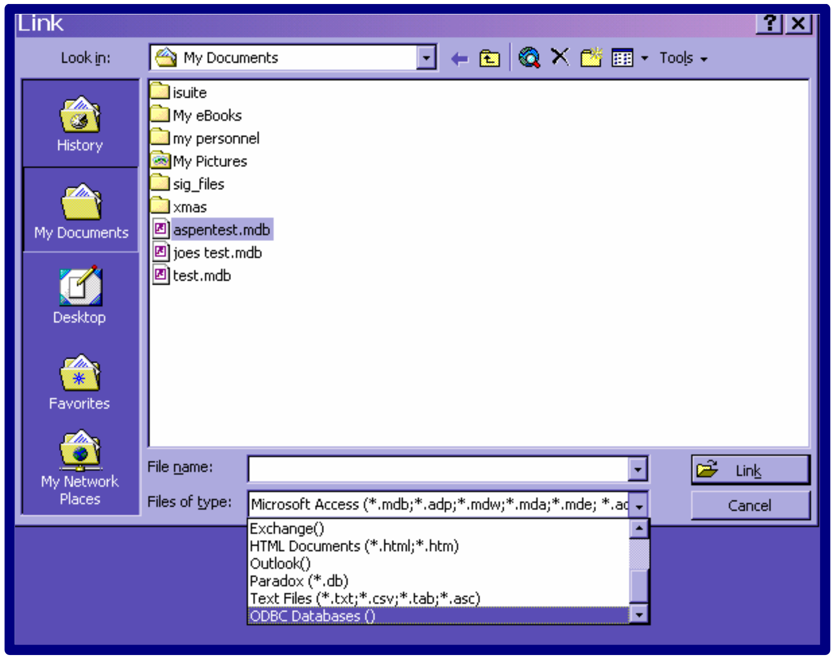
The following diagram shows the Microsoft Access dialog box where you can create a new database.



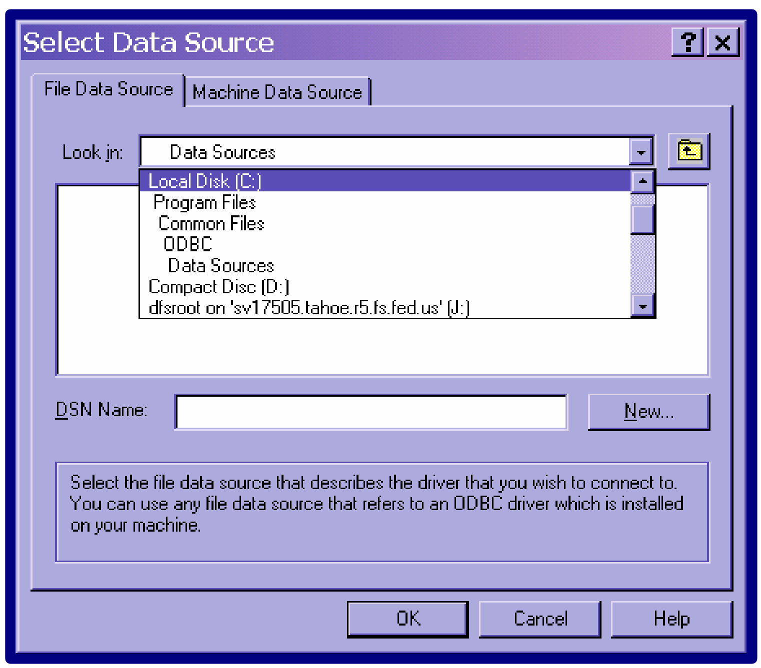
The following diagram shows the Link Tables option selected under Get External Data on the File menu.



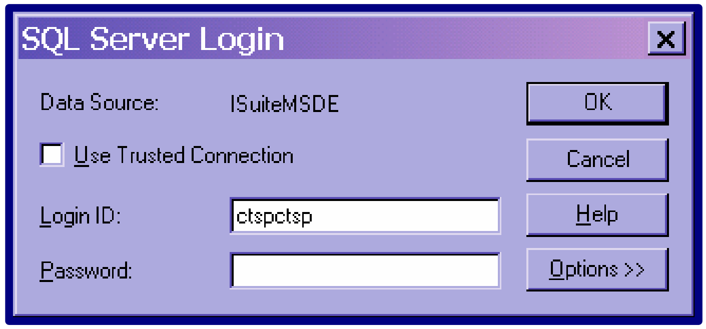
The following diagram shows the options under the Files of type drop-down arrow.



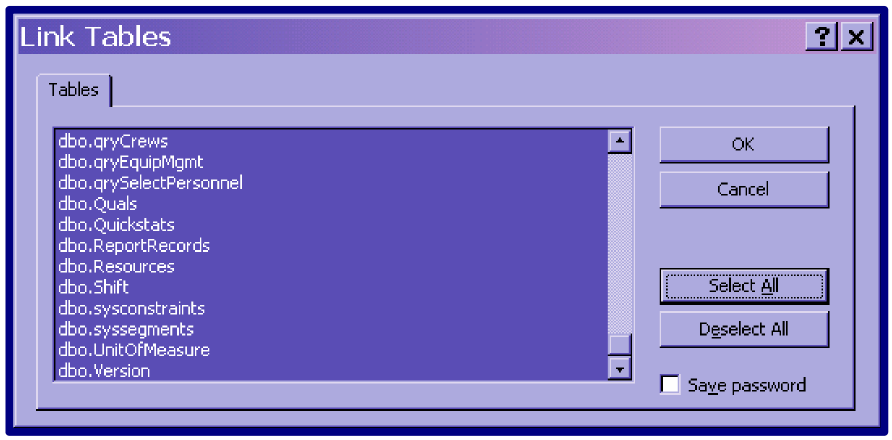
The following diagram shows the Select Data Source dialog box.



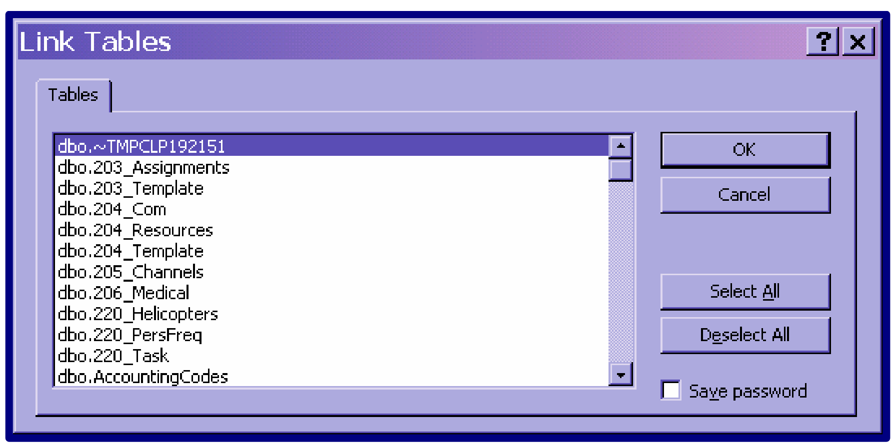
The following diagram shows the SQL Server Login dialog box.



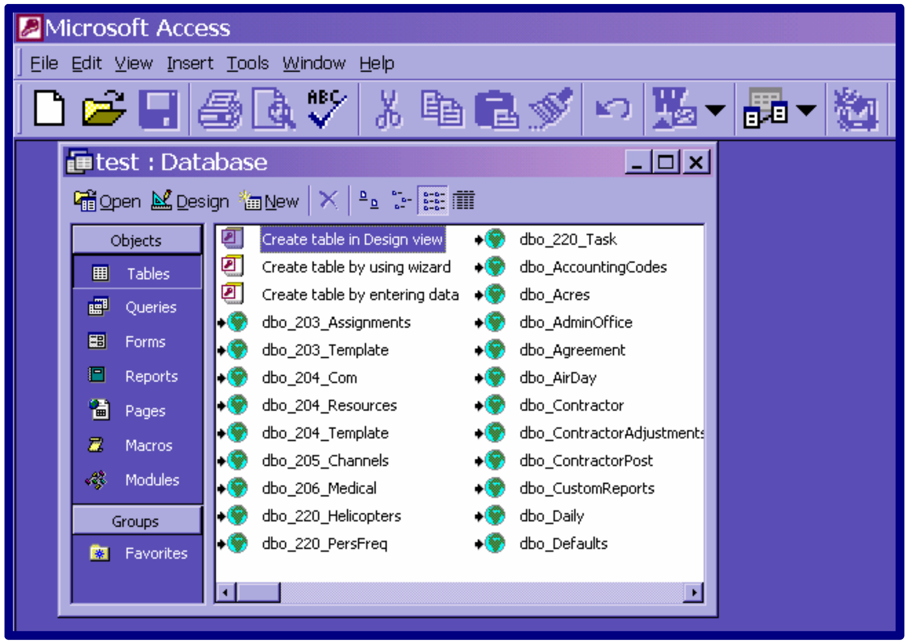
The following diagram shows the Link Tables dialog box where you can select the table(s) of your choice.



The following diagram shows the Link Tables dialog box where you select the unique record identifiers.



The following diagram shows the database window in Microsoft Access that displays all tables.



Exporting files to the data repository

This section explains how create and then export I-Suite data files to the data repository. At each team transition and at the end of an incident, upload all I-Suite database files to the data repository.

Save repository files in your isuite/Repository folder on the C: drive of your personal computer.

You must know your team's DMS username and password to access the repository site. Contact your Incident Commander or the I-Suite helpdesk for more information.

To create a data repository file

1 On the **I-Suite Administration Tool** screen on the **Action** menu, click **Create Repository file**.

2 On the **Create Repository File** dialog box under **Managed As**, click to select one of the following

- Incident
- Complex.

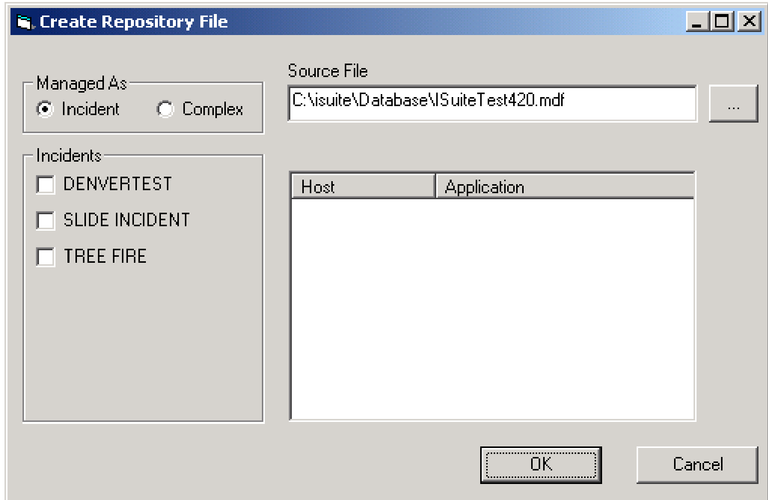
3 Under **Incidents**, click to select one or more **incident name** check boxes to export that incident data to the repository.

4 Under **Source File**, click to select the **database file** of your choice.

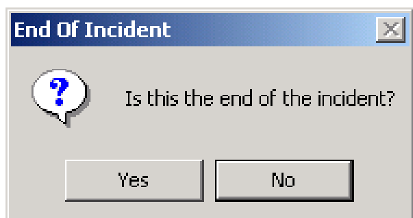
5 On the **End of Incident** dialog box, click **Yes** or **No**, as appropriate.

6 On the **Repository Files Created** dialog box, click **OK**.

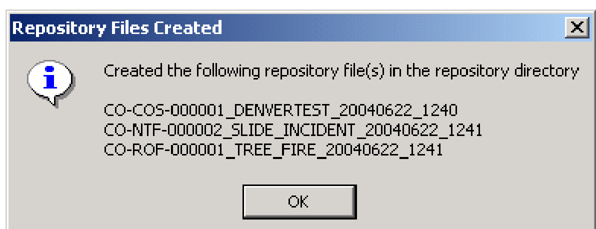
The following diagram shows the Create Repository File dialog box.



The following diagram shows the End of Incident dialog box.



The following diagram shows the Repository Files Created dialog box.



To upload the data repository file

1 Start your Internet browser.

2 In the **Address** bar, type **https://isuitetest.nwcg.gov/** and then press ENTER.

3 On the first **Security Alert** dialog box, click **OK**.

4 On the second **Security Alert** dialog box, click **Yes**.

5 On the **Enter Network Password** dialog box, type your team's **DMS User Name** and **DMS Password**, and then click **OK**.

6 On the **ISUITE Upload Form** dialog box, click the **Browse** button for **File 1**, navigate to, and then click to select the **data repository file** of your choice.

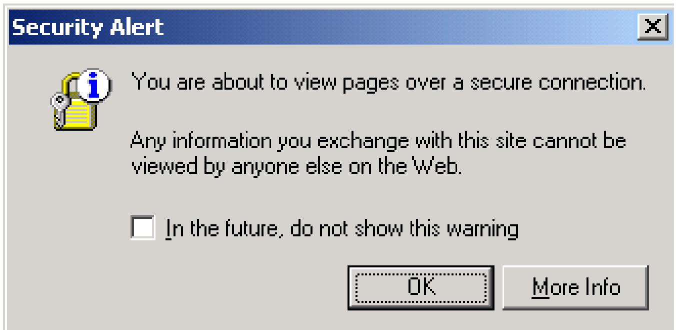
Remember, the default folder location to save data repository files is C:\isuite\Repository.

7 Repeat step #6 for every **data repository file** of your choice.

You can upload up to three data repository files at a time.

8 Click the **Upload** button.

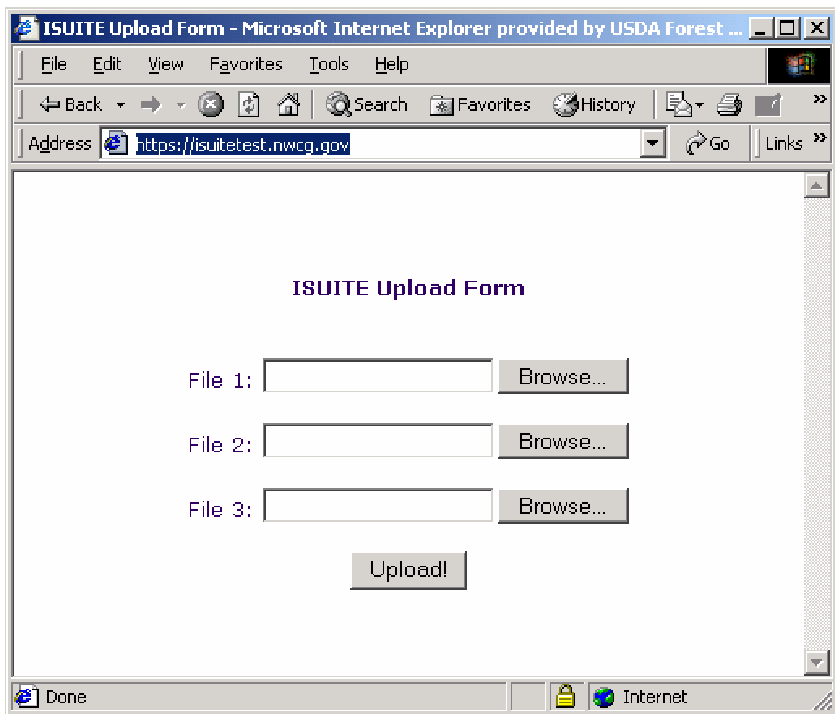
The following diagram shows the second Security Alert dialog box.



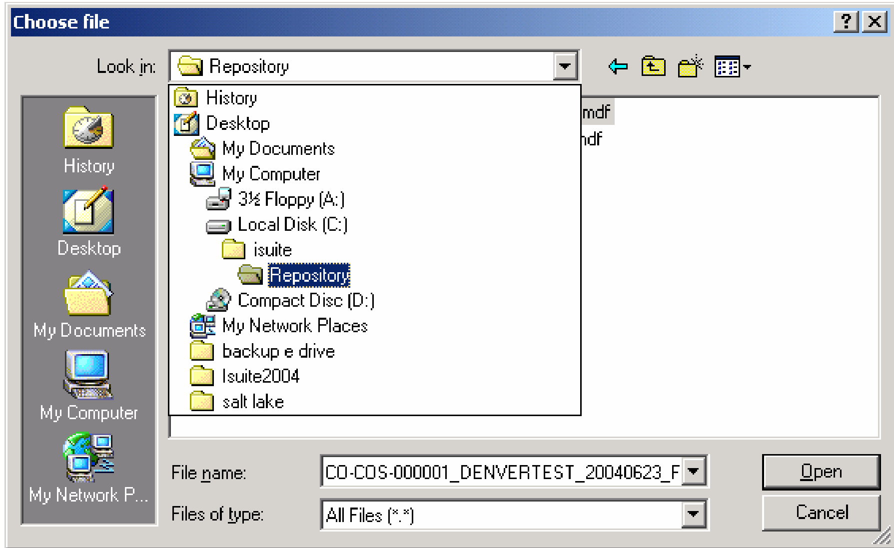
The following diagram shows the second Security Alert dialog box.

The following diagram shows the Enter Network Password dialog box.

The following diagram shows the ISUITE Upload Form dialog box.



The following diagram shows the Choose file dialog box that shows the default folder location for your repository files.



Importing ROSS data files

This section explains how to download a data file from the Resource Ordering and Status System (ROSS) and then import the data file into the I-Suite database.

You must know your team's DMS username and password to access the repository site. Contact your Incident Commander or the I-Suite helpdesk for more information.

Remember these key points when importing ROSS data into an I-Suite database:

- Import the ROSS data file to the server machine.
- ROSS datafiles are updated every two hours.
- You can import ROSS data into an I-Suite database as often as you wish.
- Some data fields in ROSS are longer than the corresponding data fields in I-Suite. If the imported ROSS data fields exceed the corresponding I-Suite data field limits, you will be prompted to enter data with fewer characters. The affected I-Suite data fields include:
  - Incident Name - *limit 20 characters*
  - Incident Number - *linit 13 characters*
  - Agency - *limit 4 characters*
  - KindCode - *limit 4 characters*
  - HomeUnitCode - *limit 6 characters*
  - Resource Name - *limit 53 characters*

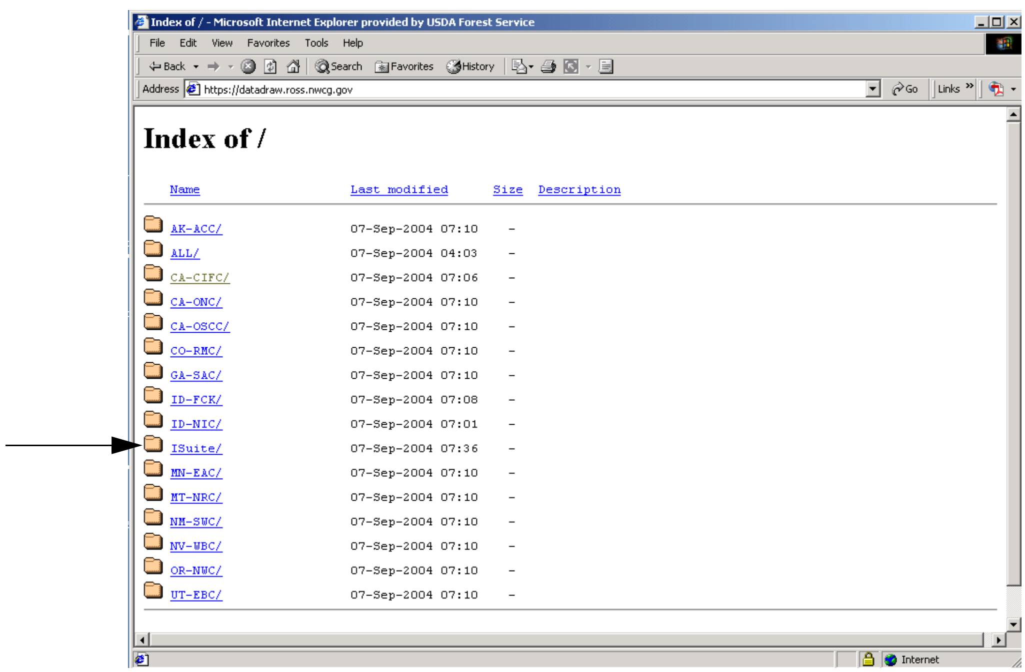
  The IRSS add/Edit screen only allows you to display and save the first 20 characters. *When saving a ROSS imported resource in IRSS, you must rename the resource to 20 or fewer characters.*

- Contracted overhead resources are not identified during import. You must change the agency code to "PVT" when checking-in these resources.

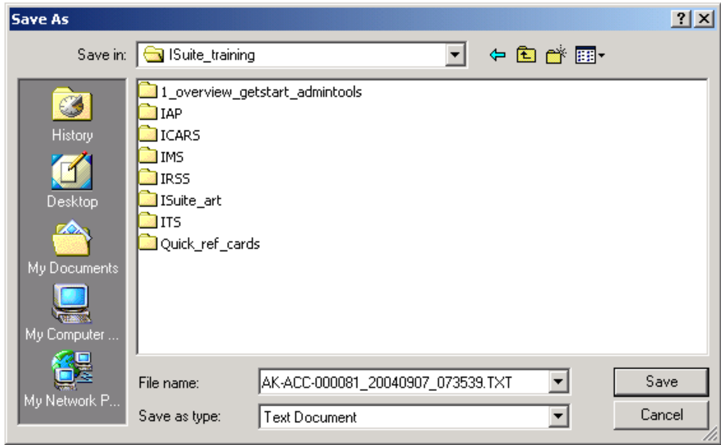
To download a ROSS data file

1. Start your Internet browser.
2. In the **Address** bar, type **https://datadraw.ross.nwcg.gov/** and then press ENTER.
3. On the first **Security Alert** dialog box, click **OK**.
4. On the **Enter Network Password** dialog box, type your team's **DMS User Name** and **DMS Password**, and then click **OK**.
5. On the **Index of /** screen, click the **Isuite/** link, and then navigate to the incident file of your choice.
6. Right-click the **incident file** of your choice, and then click **Save Target As**.
7. On the **Save As** dialog box, save the **Incident file** to a location of your choice, and then click **Save**.
8. On the **Download Complete** dialog box, click **Close**.

The following diagram shows the Index of listing. The arrow points to the Isuite link.



The following diagram shows a sample incident file on the Save As dialog box.



To access the administrative tool

1 On the personal computer acting as the server,, double-click the **AdminTool** icon.

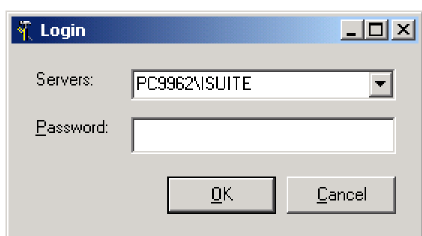
2 On the **Logon** dialog box in the **Server** box, type the name of the **Server**, in the format [computername]\ISUITE.

The server name consists of your personal computer's full computer name and the folder name \isuite. For example a valid computer name is pc9962\isuite.

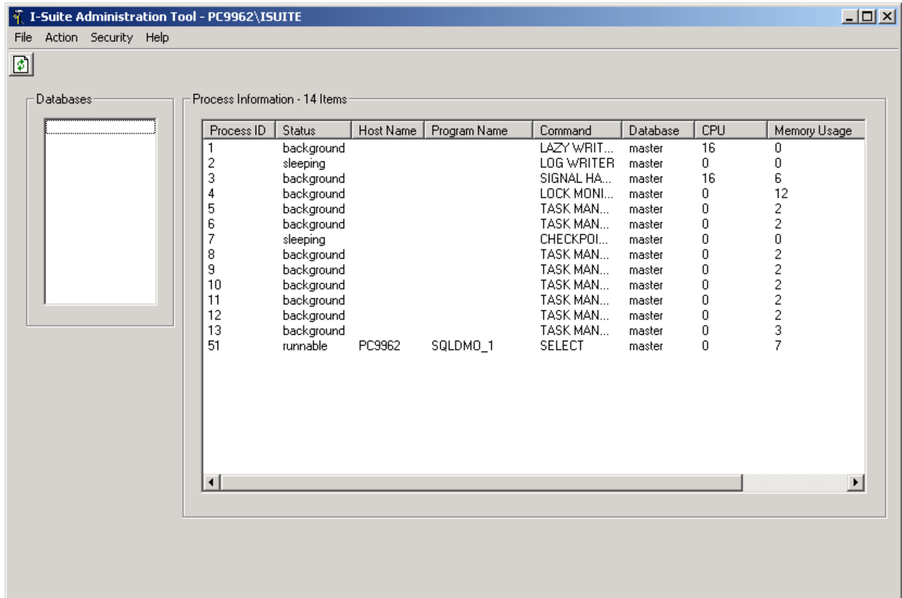
*To locate the full computer name for your personal computer, right-click **My Computer** on your **Desktop**, and then click the **Network Identification** tab.*

3 In the **Password** box, type the admin tool password, and then click **OK**.

The following diagram shows the Login dialog box.



The following diagram shows the I-Suite Administration Tool screen.~



To import a ROSS data file into an I-Suite database

1. On the **I-Suite Administration Tool** screen under **Databases**, click the **database name** where you will be importing the ROSS data file.
2. On the **Action** menu, click **Import Data**.
3. On the **ROSS Import** screen, type or browse to select the **Import File Name** (the ROSS data file) of your choice, and then click **OK**.
4. Click **Load Data**.~

Incident Action Plan User’s Guide

The Incident Action Plan (IAP) is part of the I-Suite group of software programs. IAP, along with the I-Suite database, allows you to produce the Incident Action Plan for an incident. Using IAP, you can produce the following Incident Command System (ICS) forms:

- ICS-202 Incident Objectives
- ICS-203 Organization Assignment List
- ICS-204 Division Assignment List
- ICS-205 Incident Radio Communications Plan
- ICS-206 Medical Plan
- ICS-220 Air Operations Summary.

You can also produce the Master Frequency List, which lists radio frequencies from the ICS-205 Incident Radio Communications Plan.

Topics in this guide include the following:

- About this guide
- Getting Started
- Setting up your IAP
- Understanding form navigation basics
- Creating new forms for your IAP.

For information about installing IAP, please refer to the “I-Suite Administrator’s Guide,” which is available for download on http://isuite.nwcg.gov.

About this guide

This Incident Action Plan User’s Guide is organized into sections, based on the types of tasks you will commonly perform. At the beginning of each section you will find an overview of the topics explained. Where appropriate, diagrams are shown immediately following each task. Topics in this section include:

- Before you begin
- Conventions.

Before you begin

Before using IAP, you must be feel confident that:

- You are familiar with your personal computer and function keys and understand personal computer concepts.
- You are familiar with Windows 2000, Windows XP, or Windows NT and can log on and log off.

Conventions

The following conventions are used within this guide:

- Button names, option labels, screen names, tab names, and text box names appear in bold, in the same case as on your keyboard or screen. For example, the fist step in a procedure might instruct you to

    1 On the **Tools** menu, click **Master Frequency**.

- Topics of special interest or hints that will help you perform a specific task show a line before and after the text. The text appears in italic type. For example, the following note appears in the section, "Setting up your IAP."

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

Getting Started

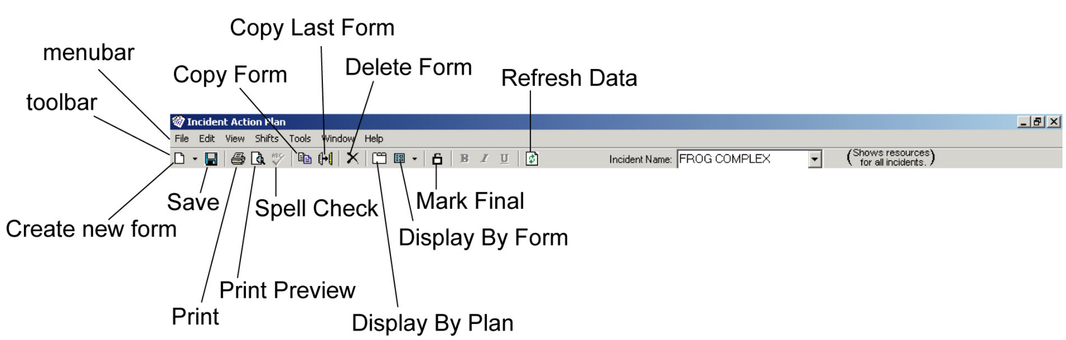
This section explains the basic concepts and information you need to begin using IAP. Topics in this section include:

- Terms and concepts
- Logging on and logging off
- Getting help
- Understanding the stand-alone and integrated environments.

Terms and concepts

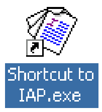
This section outlines some of the screens, toolbars, and menus that you will be using in IAP. If you aren't already familiar with IAP or have forgotten a few things since training, review these terms and concepts before proceeding with the remaining sections in this guide.

The following diagram shows the IAP toolbar and a brief explanation of the toolbar buttons.



Logging on and logging off

This section explains how to log on and log off of IAP.



To log on to IAP

1 From your **Desktop**, double-click the **IAP** icon or click **Programs** from the **Start** menu, point to **I-Suite**, and then click **IAP**.

If you have trouble logging on to IAP, please refer to the "Handling installation problems," in the "I-Suite Administrator's Guide," which is available for download on http://isuite@nwcg.gov.

To log off IAP

- On the **File** menu, click **Exit**.

Getting help

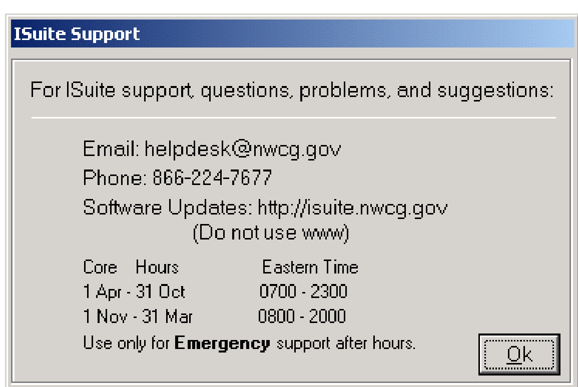
This section explains how to access and locate help information. There are three basic ways to obtain help information for ITS:

- **Access the I-Suite website.** This site contains a wide array of I-Suite information, including software downloads, updates, and user documentation.
- **Contact the I-Suite Helpdesk.** If you are unable to answer your question using the I-Suite website, contact the I-Suite Helpdesk at (866) 224-7677.
- **Review this Incident Action Plan User's Guide**. This guide is available in Acrobat format. To locate topics of interest, click to select the **Bookmark** of your choice. Bookmarks are listed along the left-hand side of the Acrobat document. When you click the **Bookmark**, you will advance to that topic within the document.

To display help information within IAP

- On the **IAP menubar**, click **Help**, and then click **Support**.

The following diagram shows the ISuite Support dialog box.



To locate help information on the I-Suite website

1 Start your Internet browser.

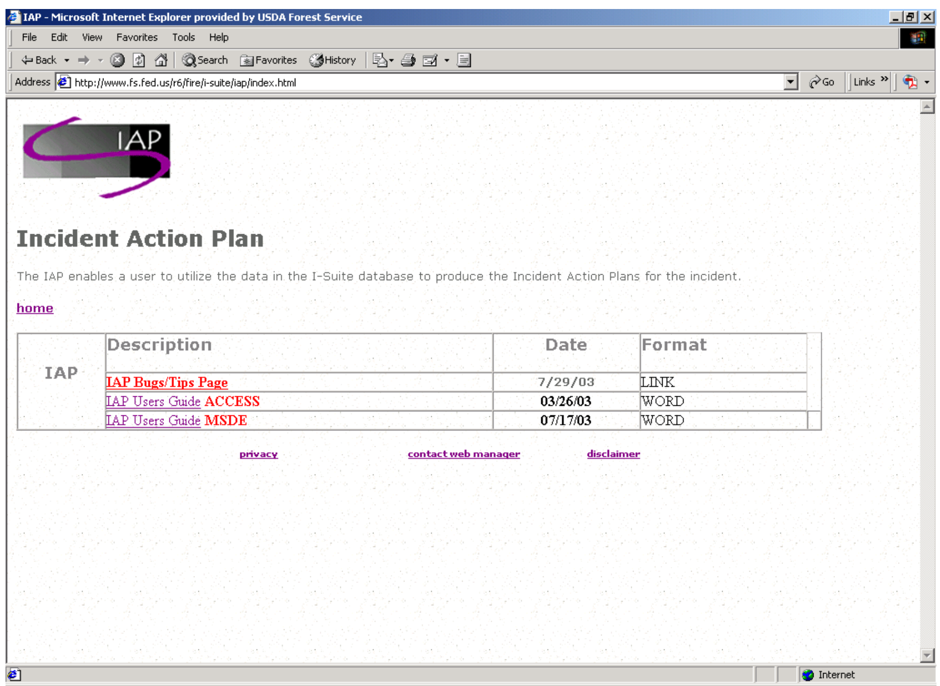
2 In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.

3 On the **Welcome to I-Suite** webpage, click the **IAP** application icon.

4 On the **IAP webpage**, click to select the **topic** of your choice.

The following diagram shows the IAP application icon on the Welcome to I-Suite webpage.

The following diagram shows the IAP webpage and a list of available topics.



To contact the I-Suite Helpdesk

The I-Suite Helpdesk is available 24-hours per day, seven days per week.

- Call **(866) 224-7677**, or email **helpdesk@dms.nwcg.gov**.

To obtain a copy of this Incident Action Plan User's Guide

1 Start your Internet browser.

2 In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.

3 On the **Welcome to I-Suite** webpage, click the **IAP** application icon.

4 On the **IAP webpage**, click to select **IAP User's Guide**.

5 In **Acrobat Reader**, save the file to your personal computer in a folder location of your choice.

Setting up your IAP

This section explains how to create your IAP database and define the shift names and times.

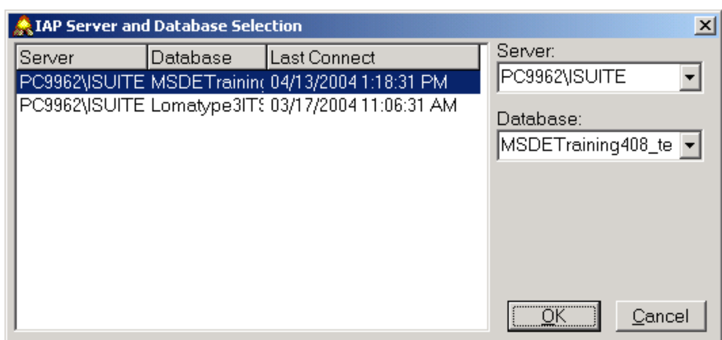
To create an IAP database

1 On your **Desktop**, double-click the **IAP** icon.

2 On the **IAP Server and Database Selection** dialog box, click the **Server** drop-down arrow, and then click to select the **Server Name** of your choice.

3 Click the **Database** drop-down arrow, and then click to select the **Database Name** of your choice.

The following diagram shows the IAP Server and Database Selection dialog box.



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 Log on to **IAP**.

2 On the **Shifts** menu, click **Define Shifts**.

3 On the **Incident Action Plan - Define Shifts** dialog box, complete the following

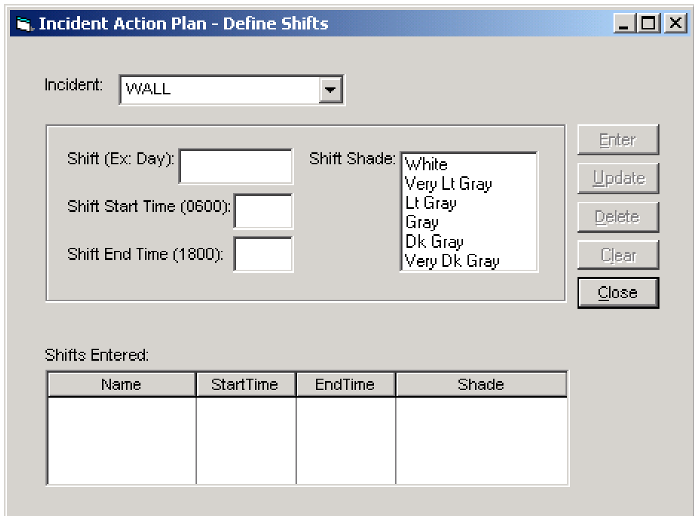
- in the **Shift** box, type the name of the **Shift**
- in the **Shift Start Time** box, type the **starting time** of the shift, in the format 0000

- in the **Shift End Time** box, type the **ending time** of the shift, in the format 0000
- under **Shift Shade**, click to select a **shade** to help identify the shift.

4 To save the new shift, click the **Enter** button.

5 When finished creating all shifts, click the **Close** button.

The following diagram shows the Incident Action Plan - Define Shifts dialog box.



Understanding form navigation basics

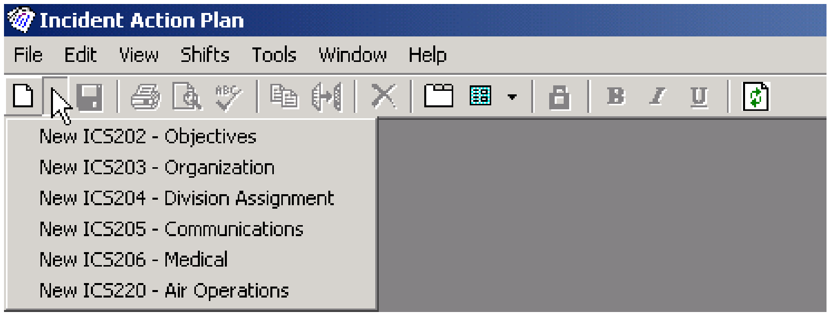
Remember the following key points when creating a new IAP form:

- IAP automatically enters the Incident Name, Date, and Time.
- The Date and Time Prepared boxes display the current date and time.
- The Operational Period box displays the current date and day.
- If preparing a form for a different date other than the current date, you can manually edit the Operational Period box.
- You must save a form after editing. IAP does not automatically save your forms. If you close a form without first saving it, IAP displays a prompt.
- For the most part, you can manually edit or override almost every entry in a form.

To create a new form

- On the **File** menu, click **New Form** or click the **New Form** icon on the **IAP toolbar**, and then click to select the form of your choice.

The following diagram shows the New Form icon and the drop-down menu of available forms.



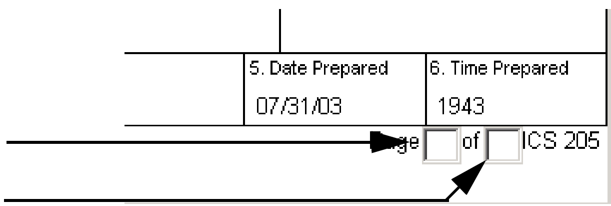
To show multiple page numbers on a form

1 Using the scroll bar, scroll to the bottom of the new form of your choice.

2 In the **Page ___ of ___** boxes, type to replace the **page numbers** of your choice.

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

The following diagram shows the bottom portion of a form.The arrows point to the boxes where you can type page numbers.

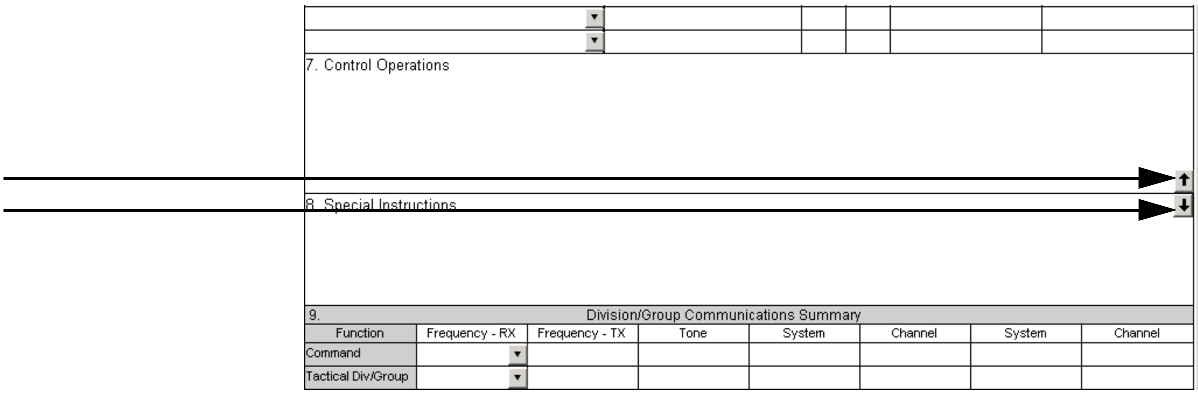


To resize a text box on a form

The up and down arrows are located on the right-hand side of text boxes on a form.

- To resize a text box, click the **Up arrow** or **Down arrow**.

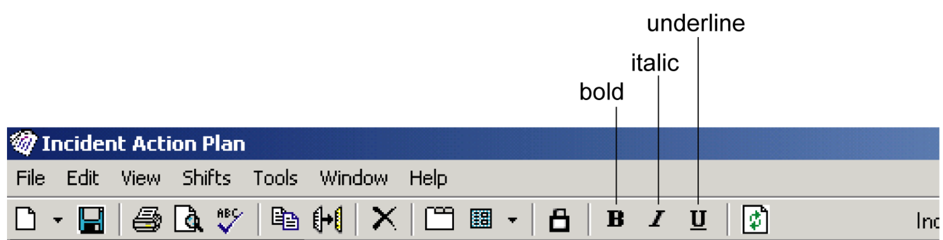
The following diagram shows some up and down arrows on a portion of a 204 form.



To format text on a form

- Click to highlight the **text** of your choice, and then click the **text format** icon of your choice.

The following diagram shows the location of the text format icons on the IAP toolbar.

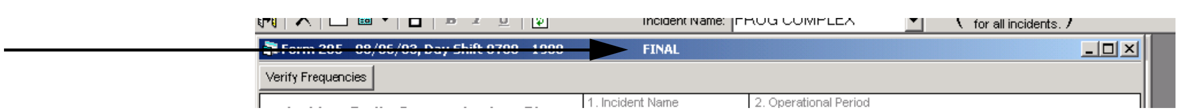


To finalize a form

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

- On the **Tools** menu, click **Mark Final**, or click the **Padlock** icon.

The following diagram shows the a portion of a 205. The arrow points to the location of where the form is marked "Final."



To edit a finalized form

Once you mark a form as "final," you must first unlock it before you can edit it.

- On the **Tools** menu, click **Mark Draft**, or click the **Padlock** icon.

To display the tree view of forms

You can open more than one form at a time and click to switch between forms.

- Perform one of the following
  - on the **View** menu, click **Form**
  - from the **IAP toolbar**, click the **Display by Form** icon
  - on the **View** menu, point to **Individual Form**, and then click to select the form of your choice.

To display the tree view of plans

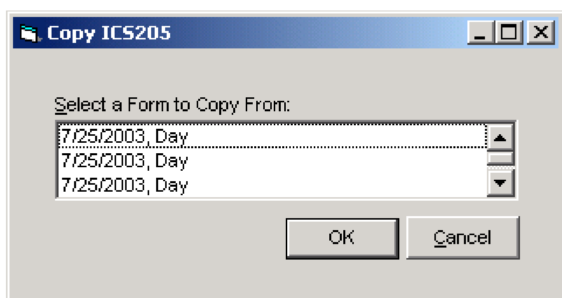
- Perform one of the following
  - on the **View** menu, click **Plan**
  - from the **IAP toolbar**, click the **Display by Plan** icon.

To copy any form

You can create new forms by copying forms from previous operational periods.

1. From the **Tree View**, click to highlight the form of your choice, and then click the **Copy Form** icon.
2. On the **Copy [form name]** dialog box, click to select the **Form** you wish to copy, and then click **OK**.

The following diagram shows the Copy [form name] dialog box.



To copy the last form created

You can copy the last form you created, not the last form edited.

- On the **IAP toolbar**, click the **Copy Last Form** icon.

To change the order entry for first name and last name

This option allows you to toggle between entering First Name Last Name or entering Last Name, First Name.

Before creating forms in IAP, determine the order in which you wish to enter first names and last names. Once you begin entering names, previously entered names are not retroactively changed.

1 On the **Tools** menu, click **First Name Last Name**.

2 To toggle back to the previous setting, click **Last Name, First Name** on the **Tools** menu.

To enable the exporting of IAP forms to HTML

Performing this task allows you to post a form on a website.

- On the **File** menu, click **HTML Export**.

Creating new forms for your IAP

This section explains how to complete the following forms:

- Master Frequency List
- ICS-202 Incident Objectives
- ICS-203 Organization Assignment List
- ICS-204 Division Assignment List
- ICS-205 Incident Radio Communications Plan
- ICS-206 Medical Plan
- ICS-220 Air Operations Summary.

Topics in this section include:

- Working with the Master Frequency List (MFL)
- Creating ICS forms.

Working with the Master Frequency List (MFL)

This section explains how to create the database of frequencies to be used on a specific incident.

You must add every frequency you need for the incident to the MFL.

To enter frequencies into the MFL

1 On the **Tools** menu, click **Master Frequency**.

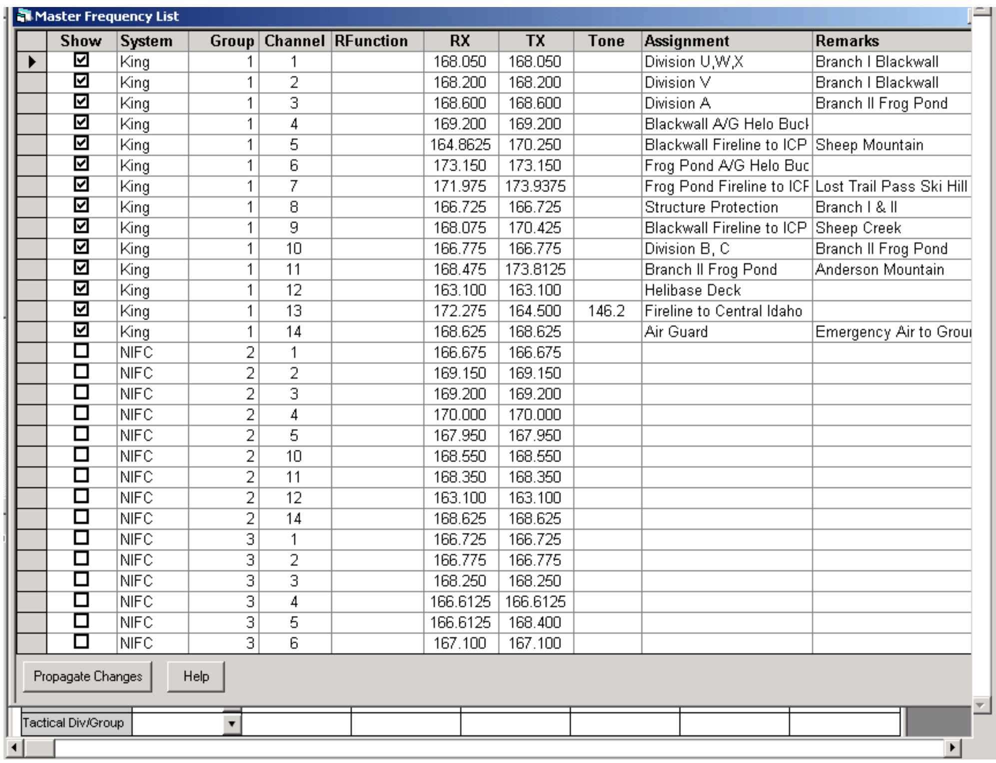
2 Click the **System** drop-down arrow, and then click to select the **System** of your choice.

3 Complete the remaining boxes in the row

- Group
- Channel
- RFunction
- TX
- Tone
- Assignment
- Remarks.

4 When finished, click to select the check box in the **Show** column for that new **Frequency**, and then click the **Propagate Changes** button.

The following diagram shows the Master Frequency List.



Show	System	Group	Channel	RFunction	RX	TX	Tone	Assignment	Remarks
☑	King	1	1		168.050	168.050		Division U,W,X	Branch I Blackwall
☑	King	1	2		168.200	168.200		Division V	Branch I Blackwall
☑	King	1	3		168.600	168.600		Division A	Branch II Frog Pond
☑	King	1	4		169.200	169.200		Blackwall A/G Helo Buck	
☑	King	1	5		164.8625	170.250		Blackwall Fireline to ICP	Sheep Mountain
☑	King	1	6		173.150	173.150		Frog Pond A/G Helo Buc	
☑	King	1	7		171.975	173.9375		Frog Pond Fireline to ICF	Lost Trail Pass Ski Hill
☑	King	1	8		166.725	166.725		Structure Protection	Branch I & II
☑	King	1	9		168.075	170.425		Blackwall Fireline to ICP	Sheep Creek
☑	King	1	10		166.775	166.775		Division B, C	Branch II Frog Pond
☑	King	1	11		168.475	173.8125		Branch II Frog Pond	Anderson Mountain
☑	King	1	12		163.100	163.100		Helibase Deck	
☑	King	1	13		172.275	164.500	146.2	Fireline to Central Idaho	
☑	King	1	14		168.625	168.625		Air Guard	Emergency Air to Grou
☐	NIFC	2	1		166.675	166.675			
☐	NIFC	2	2		169.150	169.150			
☐	NIFC	2	3		169.200	169.200			
☐	NIFC	2	4		170.000	170.000			
☐	NIFC	2	5		167.950	167.950			
☐	NIFC	2	10		168.550	168.550			
☐	NIFC	2	11		168.350	168.350			
☐	NIFC	2	12		163.100	163.100			
☐	NIFC	2	14		168.625	168.625			
☐	NIFC	3	1		166.725	166.725			
☐	NIFC	3	2		166.775	166.775			
☐	NIFC	3	3		168.250	168.250			
☐	NIFC	3	4		166.6125	166.6125			
☐	NIFC	3	5		166.6125	168.400			
☐	NIFC	3	6		167.100	167.100			

To delete a frequency on the MFL

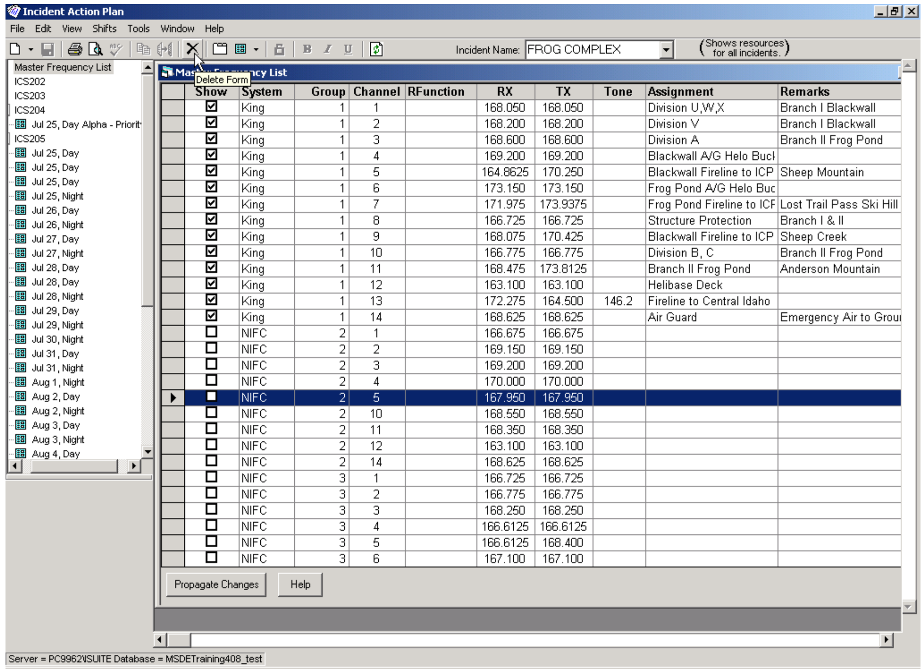
This process only deletes the frequency you select, not the entire MFL.

1 On the **Master Frequency List**, click the **Show** column to select the **Frequency** you want to delete.

2 Perform one of the following

- click the **Delete Form** icon
- on your keyboard, press DELETE.

The following diagram shows a selected frequency and the Delete icon on the Master Frequency List.



To refresh data on the MFL

- Click the **Refresh Data** icon.

Creating ICS forms

This section explains how to complete the ICS forms you can create in IAP.

To create an ICS 202 Incident Objectives

1. On the **File** menu, point to **New Form**, and then click **New Form 202 - Objectives**.
2. In the **4. Operational Period** box, click the drop-down arrow, and then click to select the **Shift** of your choice.
3. Complete the following information
   - 5. General Control Objectives for the incident (include alternatives)
   - 6. Weather Forecast for Period
   - 7. General Safety Message.

4 Under **Attachments**, click to select all that apply

- Organization List - ICS 203
- Div. Assignment Lists - ICS 203
- Medical Plan - ICS 206
- Air Operations Summary - ICS 220
- Incident Map
- Safety Message
- Traffic Plan
- Weather Forecast.

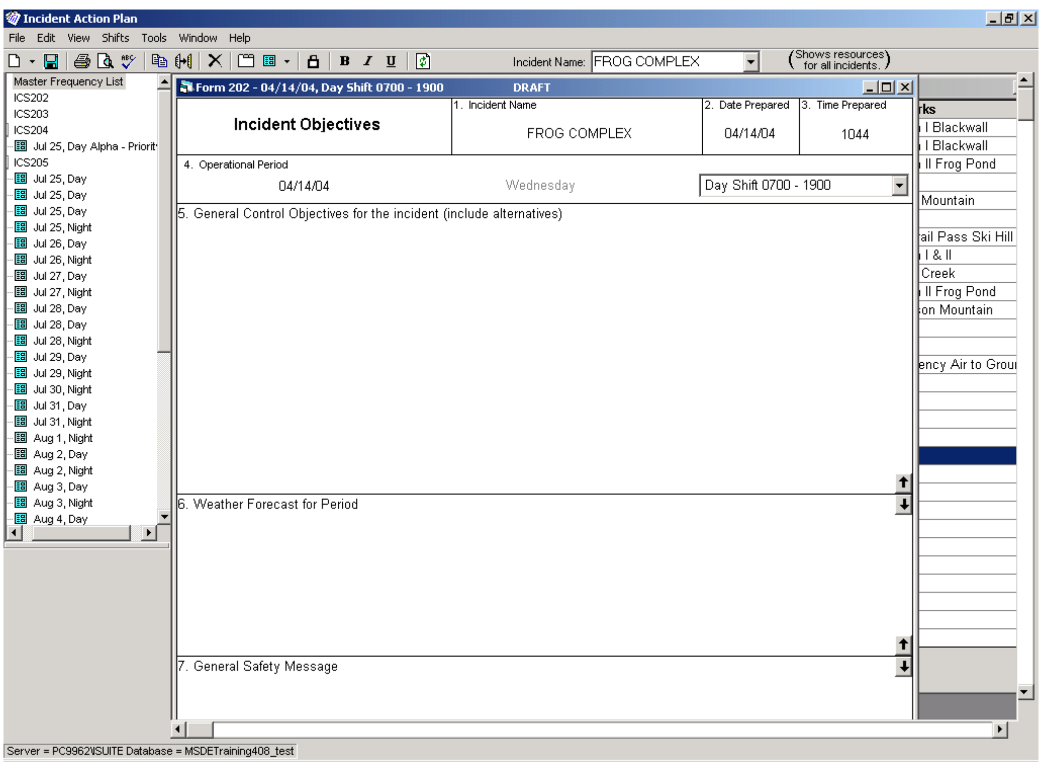
5 To add an additional attachment, click to select a **check box** next to a blank line, and then type the appropriate **attachment** next to that **check box**.

6 In the **9. Prepared by (Planning Section Chief)** box, type the **Planning Section Chief Name**.

7 In the **10. Approved by (Incident Commander)** box, type the **Incident Commander Name**.

8 When finished, click the **Save** icon.

The following diagram show a blank ICS 202 form.



To create an ICS 203 Organization Assignment List

The ICS 203 identifies which positions are filled and by whom. People qualified for each position mnemonic are identified in the I-Suite database. However, if a name does not display in the drop-down list, you may manually type in that name. Keep in mind that some position boxes display more than one position mnemonic

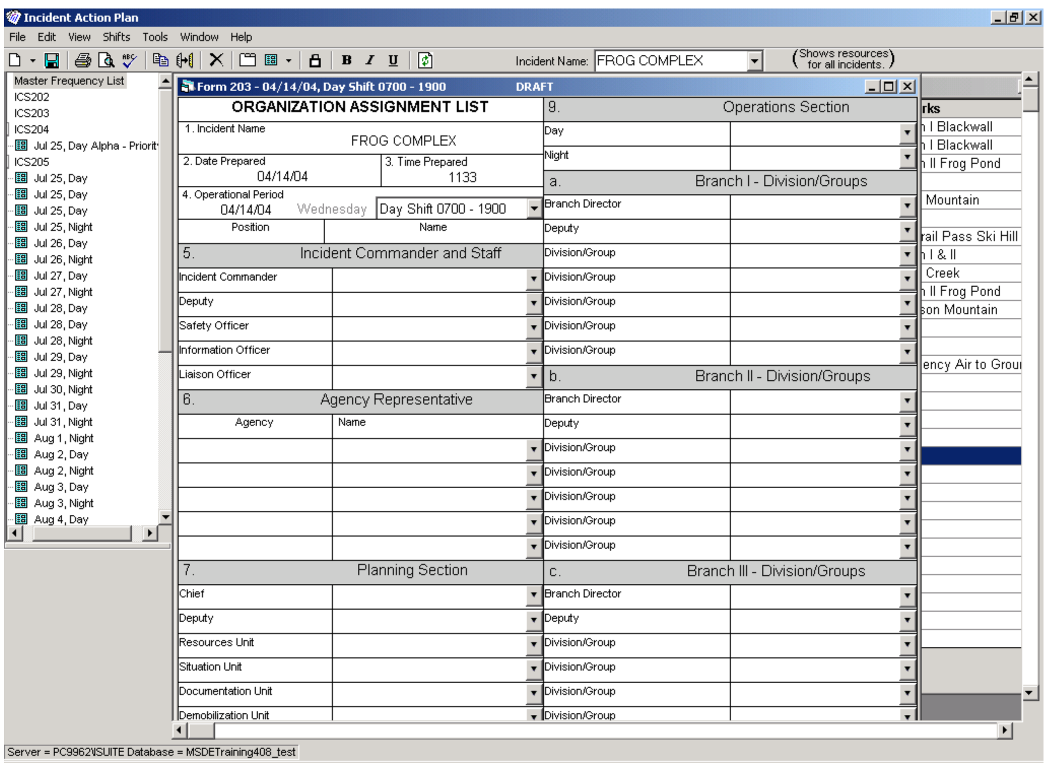
1 On the **File** menu, point to **New Form**, and then click **New Form 203 - Organization**.

2 For each position, click the drop-down arrow, and then click to select the **Person** of your choice.

3 Under **6. Agency Representative**, type the **Agency** for each agency representative.

4 In the **Prepared by** box, type the **Resource Unit Leader Name**, and then click the **Save** icon.

The following diagram shows a blank ICS 203 form.



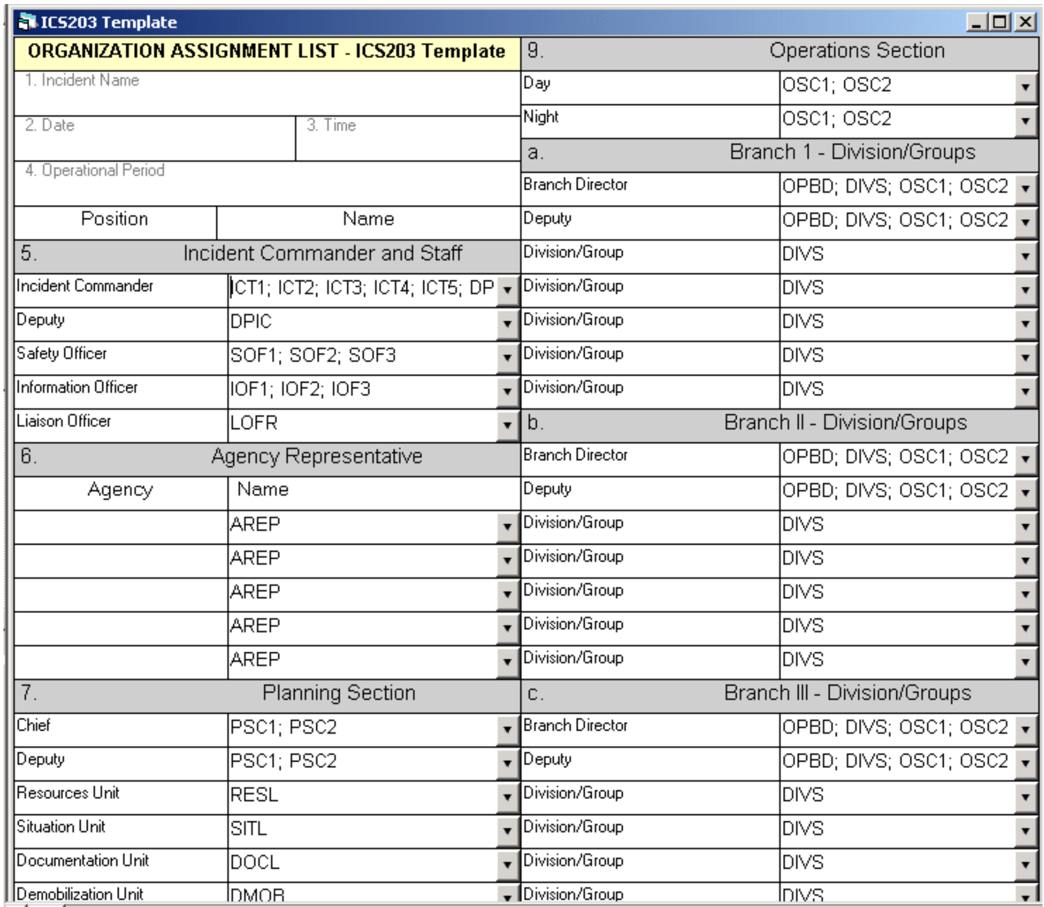
To customize your mnemonics (kindcode) filter

1 On the **Tools** menu, click **Form 203 Template**.

2 For each section, click in the appropriate box, and then type additional **Mnemonics** as needed, separated by a semi-colon.

3 To save your additions, click the **Save** button.

The following diagram shows a sample ICS 203 template.



ICS203 Template

ORGANIZATION ASSIGNMENT LIST - ICS203 Template	
1. Incident Name	
2. Date	3. Time
4. Operational Period	
Position	Name
5. Incident Commander and Staff	
Incident Commander	ICT1; ICT2; ICT3; ICT4; ICT5; DP
Deputy	DPIC
Safety Officer	SOF1; SOF2; SOF3
Information Officer	IOF1; IOF2; IOF3
Liaison Officer	LOFR
6. Agency Representative	
Agency	Name
	AREP
	AREP
	AREP
	AREP
	AREP
7. Planning Section	
Chief	PSC1; PSC2
Deputy	PSC1; PSC2
Resources Unit	RESL
Situation Unit	SITL
Documentation Unit	DOCL
Demobilization Unit	DMOB

9. Operations Section	
Day	OSC1; OSC2
Night	OSC1; OSC2
a. Branch 1 - Division/Groups	
Branch Director	OPBD; DIVS; OSC1; OSC2
Deputy	OPBD; DIVS; OSC1; OSC2
Division/Group	DIVS
Division/Group	DIVS
Division/Group	DIVS
Division/Group	DIVS
Division/Group	DIVS
b. Branch II - Division/Groups	
Branch Director	OPBD; DIVS; OSC1; OSC2
Deputy	OPBD; DIVS; OSC1; OSC2
Division/Group	DIVS
Division/Group	DIVS
Division/Group	DIVS
Division/Group	DIVS
Division/Group	DIVS
c. Branch III - Division/Groups	
Branch Director	OPBD; DIVS; OSC1; OSC2
Deputy	OPBD; DIVS; OSC1; OSC2
Division/Group	DIVS
Division/Group	DIVS
Division/Group	DIVS
Division/Group	DIVS

To create an ICS 204 Division Assignment List

1 On the **File** menu, point to **New Form**, and then click **New Form 204 - Division Assignments**.

2 In the **1. Branch** box, type the **Branch Name**, and then press TAB.

3 In the **2. Division/Group** box, type the **Division/Group** name, and then press TAB.

4 Under **Operations Personnel**, click the drop-down arrow for each **Position**, and then click to select the **Person** of your choice.

5 Under **5. Resources Assigned this Period**, click to select the option of your choice

- All, to display all resources
- Crew, to limit the drop-down list to display only hand crews
- Engine, to limit the drop-down list to display only engines
- Equipment, to limit the drop-down list to display dozers, water tenders, tractor plows, and other heavy equipment
- Line Overhead, to limit the drop-down list to display individual line overhead such as Strike Team Leaders and Field Observers.

6 Complete the following boxes for each resource, as appropriate

You can complete the drop off and pick up locations and times for the first resource, and then click the ***Auto-Fill*** *buttons to fill-in the remaining locations and times for all other resources. Edit the remaining drop off and pick up locations and times as appropriate.*

- Strike Team/Task Force/Resource Designator
- Leader
- Number of Persons
- Trans Needed
- Drop Off PT./Time
- Pick Up PT./Time.

7 Complete the following boxes as appropriate

- 7. Control Operations
- 8. Special Instructions.

8 Under **9. Division/Group Communications Summary**, complete the following boxes as appropriate for each **Function**

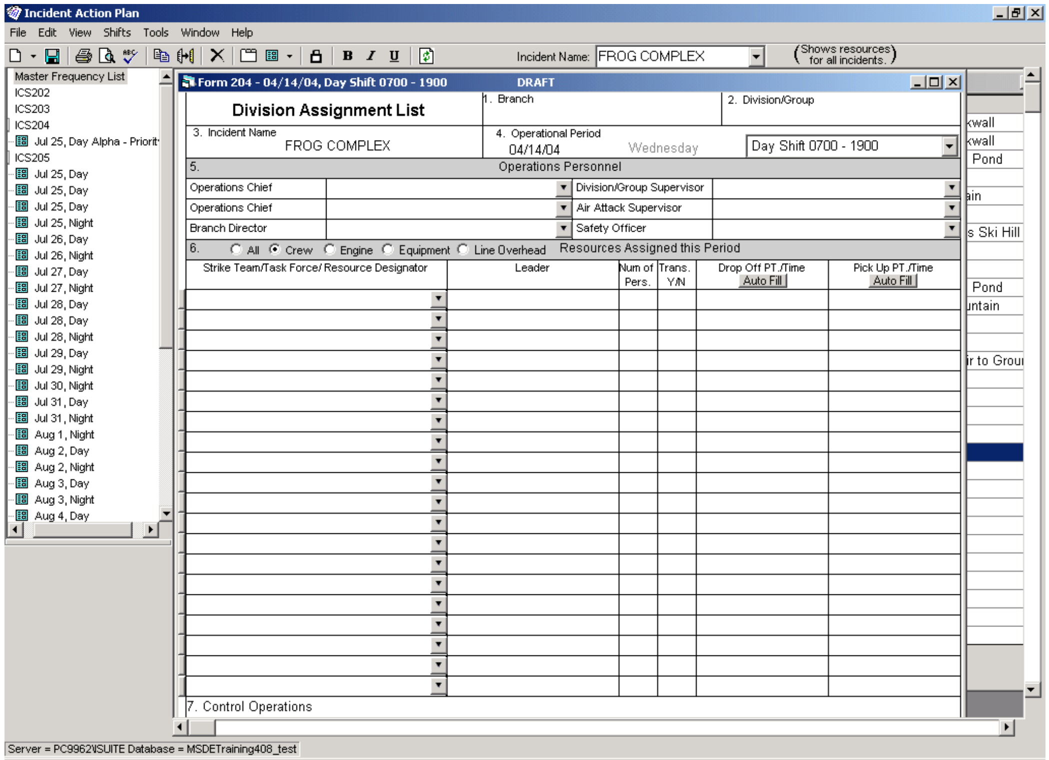
This section allows you to import frequencies from the ICS 205 Radio Communications Plan, if one exists for that operational period. If the Frequency - RX drop-down list does not contain any frequencies, an ICS 205 has not yet been created for that operational period. To display frequencies added to the ICS 205 since the last time you started IAP, click the ***Refresh Data*** *icon.*

- Frequency - RX
- Frequency - TX
- Tone
- System
- Channel
- System
- Channel.

9 In the **Prepared By** box, type the **Resource Unit Leader Name**, and then press TAB.

10 In the **Approved By** box, type the **Planning Section Chief Name**, and then click the **Save** icon.

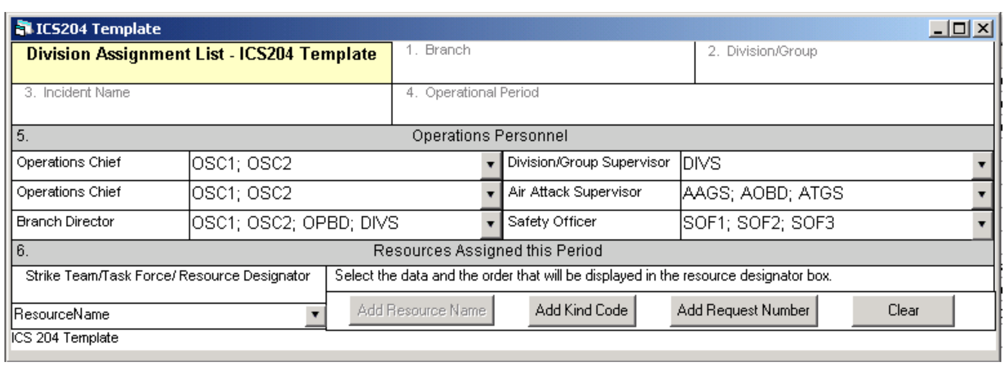
The following diagram shows a blank ICS 204 form.



To customize your mnemonics (kindcode) filter

1. On the **Tools** menu, click **Form 204 Template**.
2. Under **Operations Personnel**, click in the appropriate box, and then type additional **Mnemonics** as needed, separated by a semi-colon.
3. To save your additions, click the **Save** button.

The following diagram shows a sample ICS 204 template.



To edit the 204 template

You can change the order of the resource, kind code, and resource name fields on the 204 template. This change affects all newly created ICS-204s, but does not affect ones already created.

1 On the **Tools** menu, click **Form 204 Template**.

2 Click one or more of the following buttons, in the order of your choice, to customize the 204

- Add Resource
- Add Kind Code
- Add Resource Name.

3 To save your changes to the 204 template, click the **Save** icon.

To manipulate rows on the 204 form

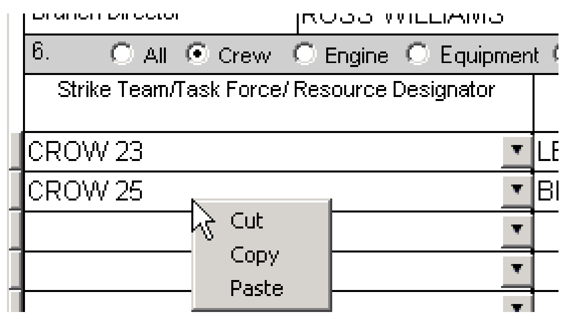
You can cut, copy, paste, and delete rows on the 204 form.

1 To cut a row, click to select the row of your choice, right-click in the left-most column of that row, and then click **Cut**.

2 To copy a row, click to select the row of your choice, right-click in the left-most column of that row, and then click **Copy**.

3 To paste the cut or copied row, click to select the target row of your choice, right-click in the left-most column of that target row, and then click **Paste**.

The following diagram shows a sample row of the 204 and the cut/copy/paste options available when you right-click the mouse.



To spell check the 204 form

- On the **Tools** menu, click **Spell Check**.

To complete the ICS 205 Incident Radio Communications Plan

The Communications Leader completes the ICS 205. All frequencies on the ICS 204 are also on the approved ICS 205 for that operational period.

1 On the **File** menu, point to **New Form**, and then click **New Form 205 - Communications**.

2 For each frequency, click the **Radio Type/Cache** drop-down arrow, and then click to select the **Frequency** of your choice.

Once you select the frequency, the remaining data from the MFL auto-fills on the form.

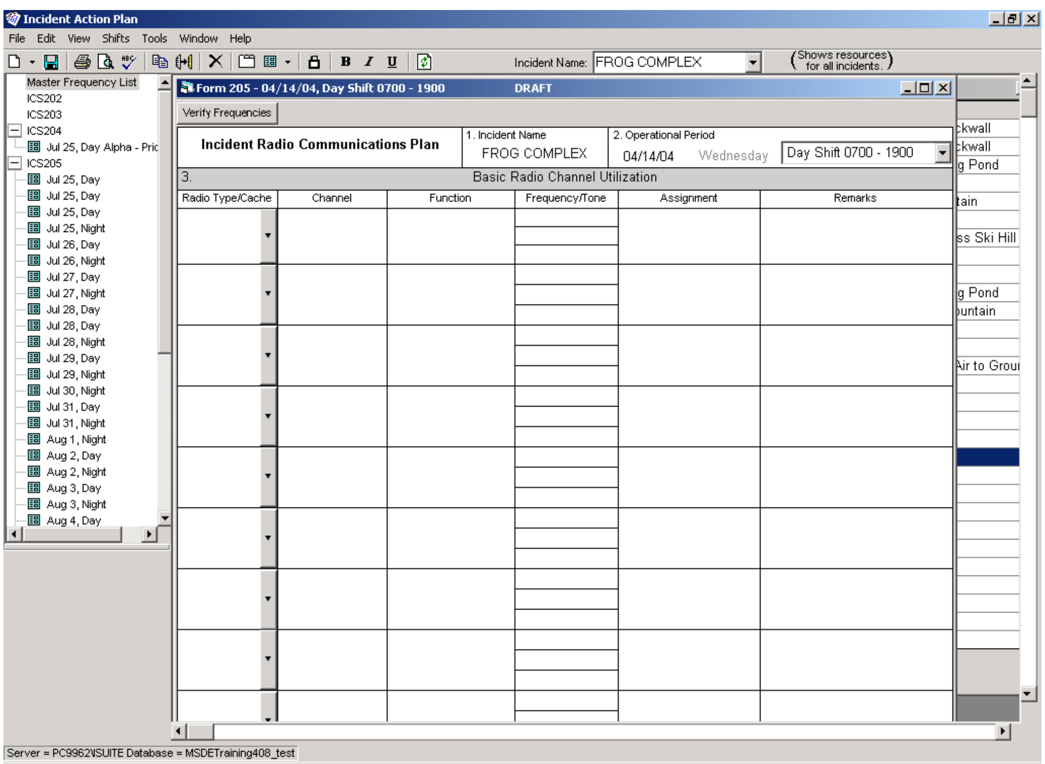
3 Click the **Verify Frequencies** button.

The Verify Frequencies button verifies the following:

- *All frequencies on the ICS 204 and ICS 205 are approved frequencies on the MFL.*
- *All frequencies for that operational shift are assigned on at least one of the ICS 204s for that operational period.*
- *Any frequency on an ICS 204 is also on the approved ICS 204 for that operational period.*

If there are any discrepancies between the ICS 204, ICS 205, and the MFL, IAP displays a notification message.

The following diagram shows a blank ICS 205 form.



To create an ICS 206 Medical Plan

The ICS 206 is a narrative, fill-in form.

1 On the **File** menu, point to **New Form**, and then click **New Form 206 - Medical**.

2 Complete the following sections as appropriate

- Incident Medical Aid Station
- Ambulance Services
- Incident Ambulances.

3 In the **Paramedics** column, click to select the **Yes** or **No** check boxes, as appropriate, to designate the available **Paramedics** for each type of medical service.

4 Complete the **Hospitals** section, and then click to select the **Yes** or **No** check boxes, as appropriate, to designate if a **Helipad** and/or **Burn Center** is available.

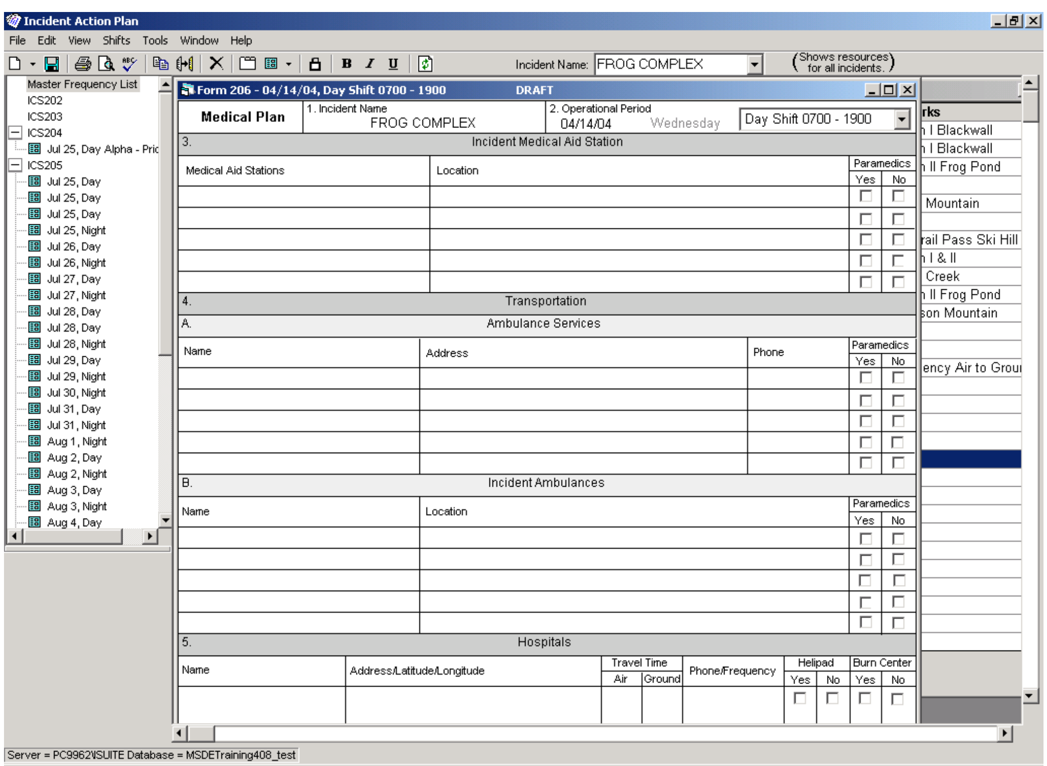
5 In the **Medical Emergency Procedures** box, type a description of the **medical emergency procedures**, as appropriate.

6 Complete the following boxes

- Prepared by (Medical Unit Leader)
- Reviewed by (Safety Officer).

7 When finished, click the **Save** icon.

The following diagram shows a blank ICS 206 form.



To create an ICS 220 Air Operations Summary

The ICS 220 is mostly a narrative, two-page form

1 On the **File** menu, point to **New Form**, and then click **New Form 220 - Air Operations**.

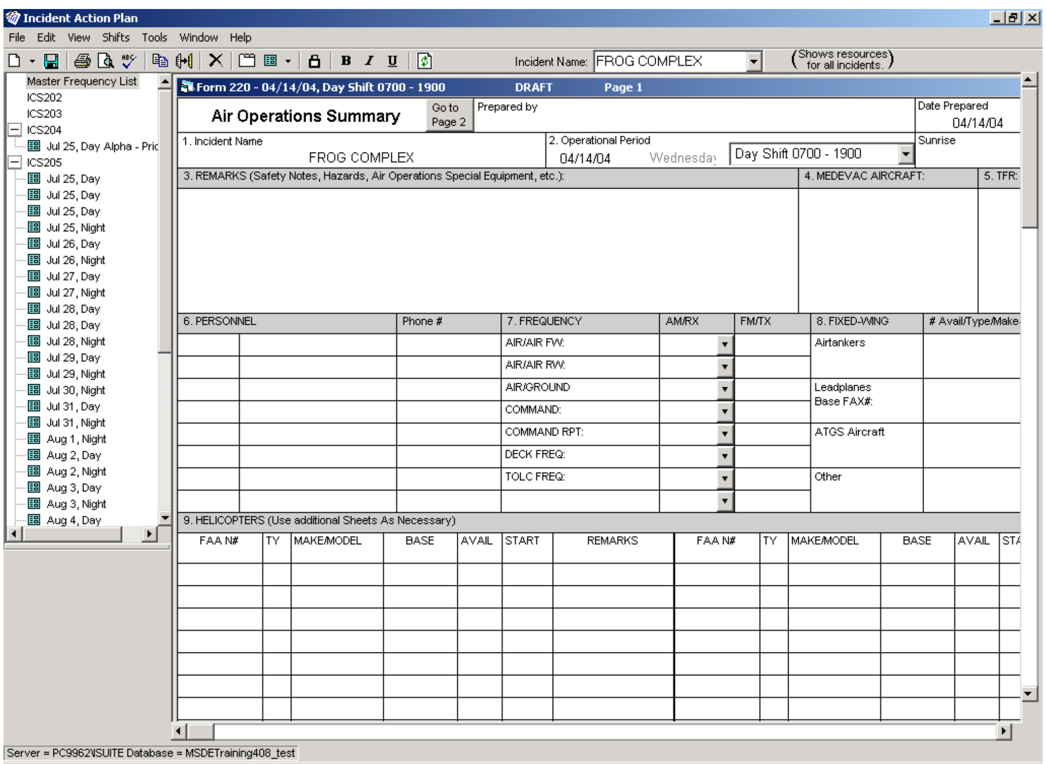
2 Complete the following sections as appropriate

- Sunrise Hour
- Sunset Hour
- 3. REMARKS
- 4. MEDEVAC AIRCRAFT
- 5. TFR
- 6. PERSONNEL
- 7. FREQUENCY
- 8. FIXED WING
- 9. HELICOPTER.

3 To advance to the next page of the form, click the **Go to Page 2** button.

4 Complete section **10. TASK, MISSION, ASSIGNMENT**, as appropriate.

The following diagram shows a blank ICS 220 form.



Incident Cost Accounting and Reporting System User’s Guide

The Incident Cost Accounting and Reporting System (ICARS) is part of the I-Suite group of software programs. ICARS, along with the I-Suite database, allows you to capture resource costs for management reporting.

Topics in this guide include the following:

- About this guide
- Getting Started
- Introducing ICARS
- Working with the Resources table view
- Working with the Daily table view
- Working with the File menu
- Working with the Edit menu
- Working with the Reports menu

About this guide

This Incident Cost Accounting and Reporting System User’s Guide is organized into sections, based on the types of tasks you will commonly perform. At the beginning of each section you will find an overview of the topics explained. Where appropriate, diagrams are shown immediately following each task. Topics in this section include:

- Before you begin
- Conventions.

Before you begin

Before using ICARS, you must be feel confident that:

- You are familiar with your personal computer and function keys and understand personal computer concepts.
- You are familiar with Windows 2000, Windows XP, or Windows NT and can log on and log off.

Conventions

The following conventions are used within this guide:

- Button names, option labels, screen names, tab names, and text box names appear in bold, in the same case as on your keyboard or screen. For example, the fist step in a procedure might instruct you to

  1 On the **Edit** menu, click **Resources**.

- Topics of special interest or hints that will help you perform a specific task show a line before and after the text. The text appears in italic type. For example, the following note appears in the section, “Adding a resource.”

You can utilize a resource record as a template to create a new resource.

Getting Started

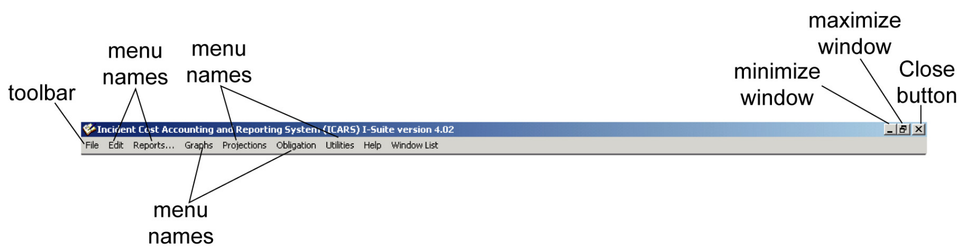
This section explains the basic concepts and information you need to begin using ICARS. Topics in this section include:

- Terms and concepts
- Logging on and logging off
- Getting help
- Understanding the stand-alone and integrated environments.

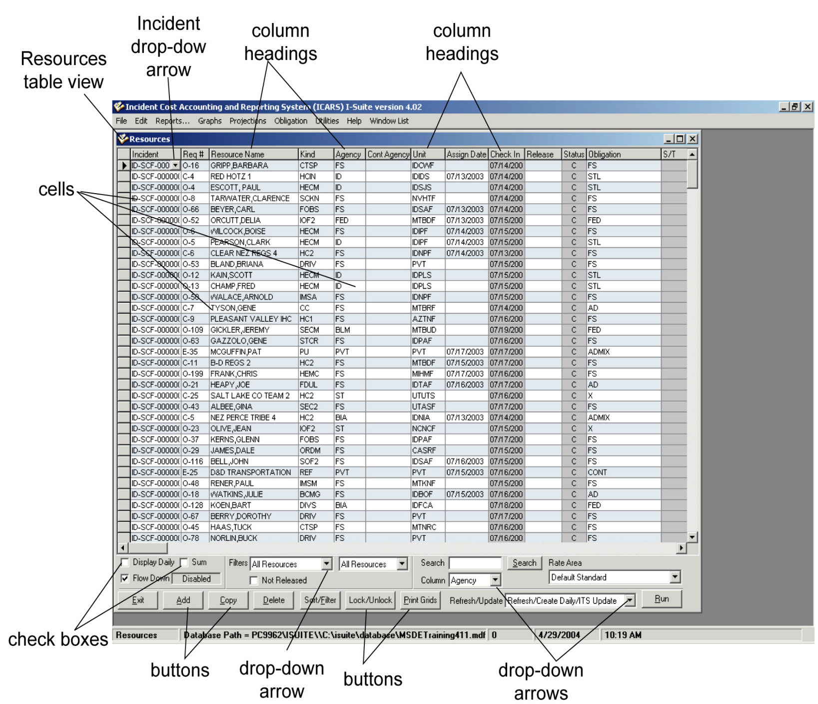
Terms and concepts

This section outlines some of the screens, toolbars, and menus that you will be using in ICARS. If you aren't already familiar with ICARS or have forgotten a few things since training, review these terms and concepts before proceeding with the remaining sections in this guide.

The following diagram shows the ICARS toolbar and a brief explanation of the toolbar buttons.



The following diagram shows the Resource table view in ICARS, and a brief explanation of the screen elements and terminology used throughout this guide.



Logging on and logging off

This section explains how to log on and log off of ICARS.

To log on to ICARS

1 From your **Desktop**, double-click the **ICARS** icon or click **Programs** from the **Start** menu, point to **I-Suite**, and then click **ICARS**.

If you have trouble logging on to ICARS, please refer to the "Handling installation problems," in the "I-Suite Administrator's Guide," which is available for download on http://isuite@nwcg.gov.

To log off ICARS

- On the **ICARS menubar**, click **Exit ICARS**.

Getting help

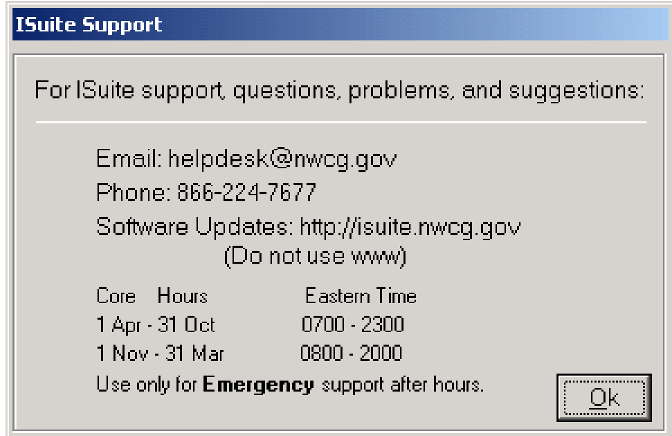
This section explains how to access and locate help information. There are three basic ways to obtain help information for ITS:

- **Access the I-Suite website.** This site contains a wide array of I-Suite information, including software downloads, updates, and user documentation.
- **Contact the I-Suite Helpdesk.** If you are unable to answer your question using the I-Suite website, contact the I-Suite Helpdesk at (866) 224-7677.
- **Review this Incident Cost Accounting and Reporting System User's Guide**. This guide is available in Acrobat format. To locate topics of interest, click to select the **Bookmark** of your choice. Bookmarks are listed along the left-hand side of the Acrobat document. When you click the **Bookmark**, you will advance to that topic within the document.

To display help information within ICARS

- On the **ICARS menubar**, click **Help**, and then click **Support**.

The following diagram shows the ISuite Support dialog box.



To locate help information on the I-Suite website

1 Start your Internet browser.

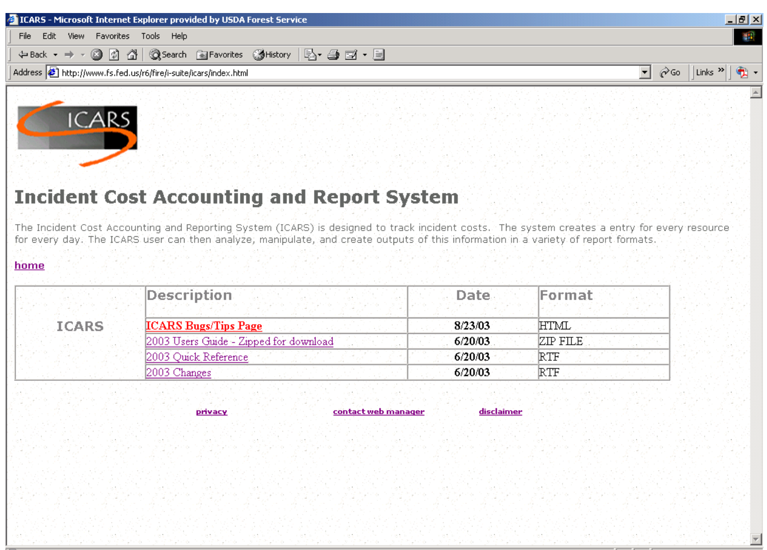
2 In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.

3 On the **Welcome to I-Suite** webpage, click the **ITS** application icon.

4 On the **ICARS webpage**, click to select the **topic** of your choice.

The following diagram shows the ICARS application icon on the Welcome to I-Suite webpage.

The following diagram shows the ICARS webpage and a list of available topics.



To contact the I-Suite Helpdesk

The I-Suite Helpdesk is available 24-hours per day, seven days per week.

- Call **(866) 224-7677**, or email **helpdesk@dms.nwcg.gov**.

To obtain a copy of this Incident Action Plan User's Guide

1. Start your Internet browser.
2. In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.
3. On the **Welcome to I-Suite** webpage, click the **ICARS** application icon.
4. On the **ICARS webpage**, click to select **ICARS User's Guide**.
5. In **Acrobat Reader**, save the file to your personal computer in a folder location of your choice.

Introducing ICARS

ICARS allows you to capture and extrapolate incident costs from a variety of sources, such as ITS time records, incident invoices, resource contracts, and utility estimates. ICARS also allows you to report costs for management decision making, including reporting to:

- incident team management
- host forest
- USFS financial system.

Understanding the stand-alone and integrated environments, data ownership, and Standard Operating Procedures

Remember these key points when working in ICARS and I-Suite:

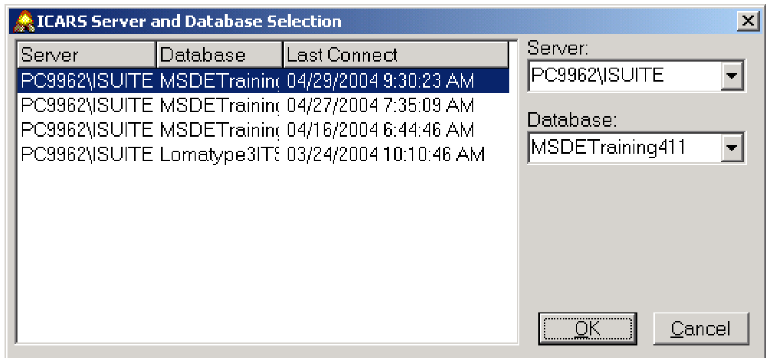
- **Integrated environment**. When working in the integrated environment, all I-Suite users view the data from the same source. Ownership issues and data standards are critical.
- **Stand-alone environment**. When working in the stand-alone environment, each group of users has a separate data source. While the data is shared between the I-Suite programs, such as in reports, ownership issues are eliminated.
- **Data ownership**. Data ownership gives authority to various I-Suite users to change and manage specific data elements. This authority is established as a safequard to ensure data itegrity for all I-Suite users.
- **Standard Operating Procedures**. Each section of I-Suite users much communicate effectively with other users for agreement as to who has "authority" for certain data elements. For example, a Check-In person typically has the authority to change the resource status, while a Time Recorder typically has authority to change or update a pay rate or accounting code.

To open ICARS

1 On your **desktop**, double-click the **ICARS** icon.

2 On the **ICARS Server and Database Selection** dialog box, click to select the database of your choice, and then click **OK**.

The following diagram shows the ICARS Server and Database Selection dialog box.



Working with the Resources table view

The Resources table view displays all records for resources assigned to an incident. The Resource table view is the primary grid displayed when you open ICARS. In ICARS, there are numerous ways to add, update, and display data records for each distinct resource assigned to an incident.

To print the Kind table

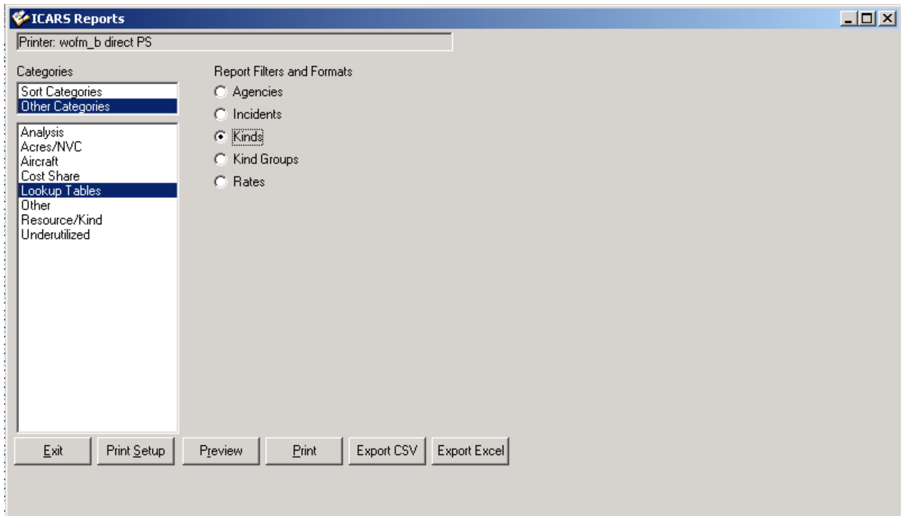
Print out the Kind table and refer to it when you are at an incident.

1 On the **Reports** menu, click **Reports**.

2 On the **ICARS Reports** dialog box under **Categories**, click to select **Other Categories**, and then click **Lookup Tables**.

3 Under **Report Filters and Formats**, click **Kinds**, and then click the **Print** button.

The following diagram shows the ICARS Reports dialog box.



To add a resource to an incident

As a Cost person, you will usually only enter aircraft and supply resources.

1 On the **Edit** menu, click **Resources**.

2 Click the **Add** button.

3 On the **Add New Resource** dialog box, click the **Incident** drop-down arrow, and then click to select the **Incident** where the new resource is assigned.

4 In the **Req #** cell, type the **Request Number** of the new resource.

5 In the **Resource Name** cell, type the new **Resource Name**.

6 Click the **Kind** drop-down arrow, and then click to select the **Kind** of the new resource.

7 Click the **Agency** drop-down arrow, and then click to select the **Agency** of the new resource.

8 If appropriate, click teh **Cont Agency** drop-down arrow, and then click to select the **Contracting Agency** of the new resource.

9 Click the **Unit** drop-down arrow, and then click to select the **Unit** of the new resource.

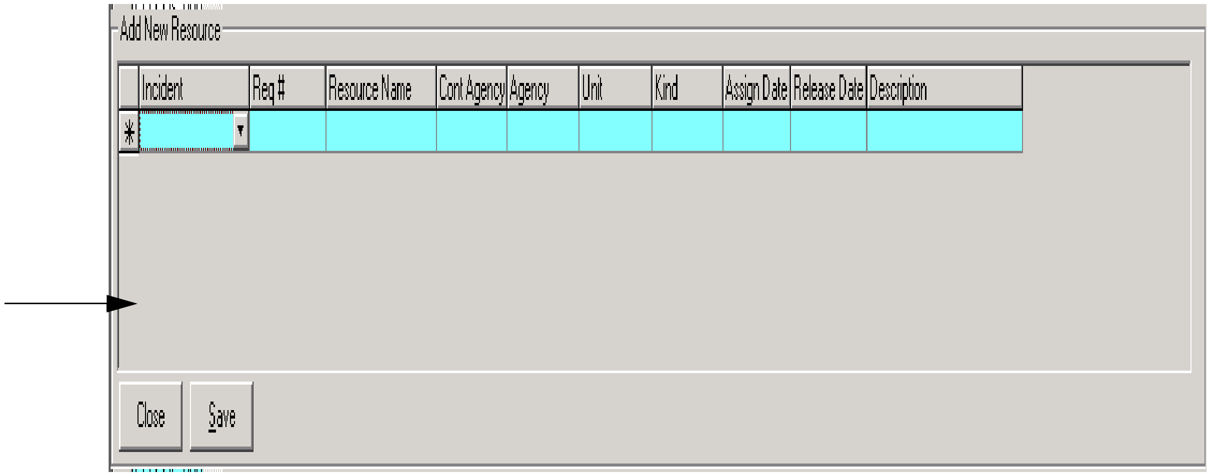
10 In the **Assign Date** cell, type the **Date** the new resource is assigned.

11 In the **Release** cell, type the **Releast Date** of the new resource, if appropriate.

12 In the **Description** cell, type a description of the new resource.

13 When finished, click the **Save** button.

The following diagram shows the Add New Resource dialog box on the Resources table view. The arrow points to the first blank cell in the table.



To copy a resource

Remember, you are looking at "live" data in the Resources table. Once your cursor advances to the next cell in the table, your edits are automatically saved. There is no "undo."

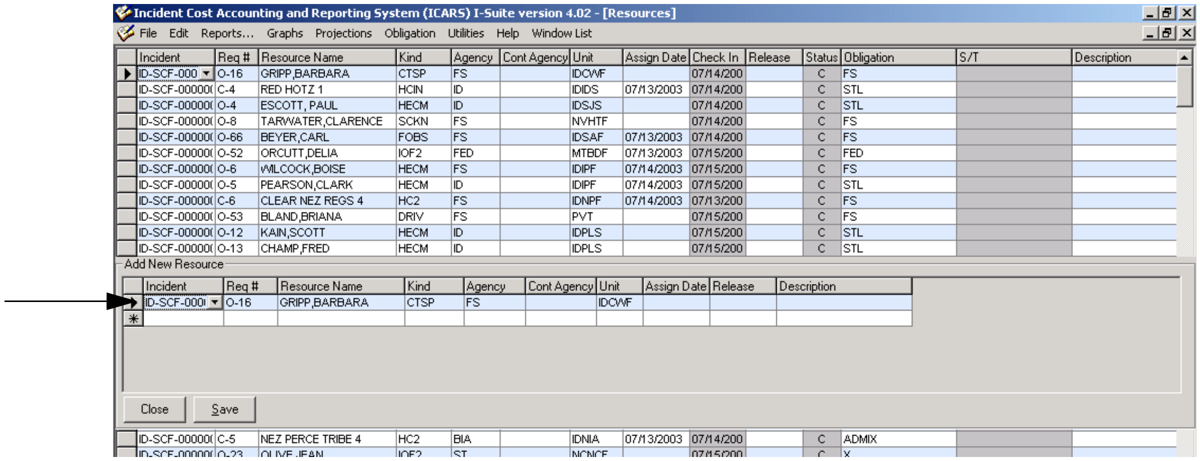
1 On the **Resources** table, click in the left-most column to select the resource of your choice.

2 Click the **Copy** button.

3 On the **Add New Resource** dialog box, modify the following information as appropriate

- Incident
- Req #
- Resource Name
- Kind
- Agency
- Cont Agency
- Unit
- Assign Date
- Release
- Description.

The following diagram shows the Add New Resource dialog box for copying a resource. The arrow points to the resource being copied.



To edit a resource

1 On the **Resources** table, click in the left-most column to select the resource of your choice.

2 To update the cell of your choice, double-click that cell, and then type to replace the contents of the cell with the new information.

3 To save your changes, press TAB or click to select another record.

To delete a resource

Deleting a resource deletes the resource record as well as all related records, including time postings, credits, and debits. Since there is no "undo," delete with caution!

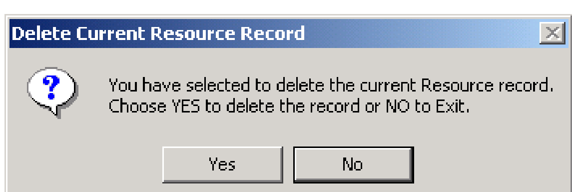
---

1 On the **Resources** table, click in the left-most column to select the resource of your choice.

2 Click the **Delete** button.

3 On the **Delete Current Resource Record** dialog box, click **Yes** to confirm the delete or click **No** to preserve the record.

The following diagram shows the Delete Current Resource Record dialog box.



To sort data elements by column heading

- Locate the **column heading** that identifies the data element you want to sort, and then click that cloumn heading title.

To filter for a specific type of data

1. On the **Resources** table, click the left **Filters** drop-down arrow, and then click to select the **Incident Filter** of your choice.
2. Click the right **Filters** drop-down arrow, and then click to select the **Resource Type** of your choice.

Working with the Daily table view

The Daily table view displays associated or "related" records that are listed on the Resource table.These records capture the costs of that resource for every day it is assigend to the incident. The Daily table view is the secondary grid available in ICARS, and allows you to add, update, and display detail cost data in the daily resources associated with each resource.

The Cost Level (CL) column reflects the source/reliability of cost data, and includes the following three types:

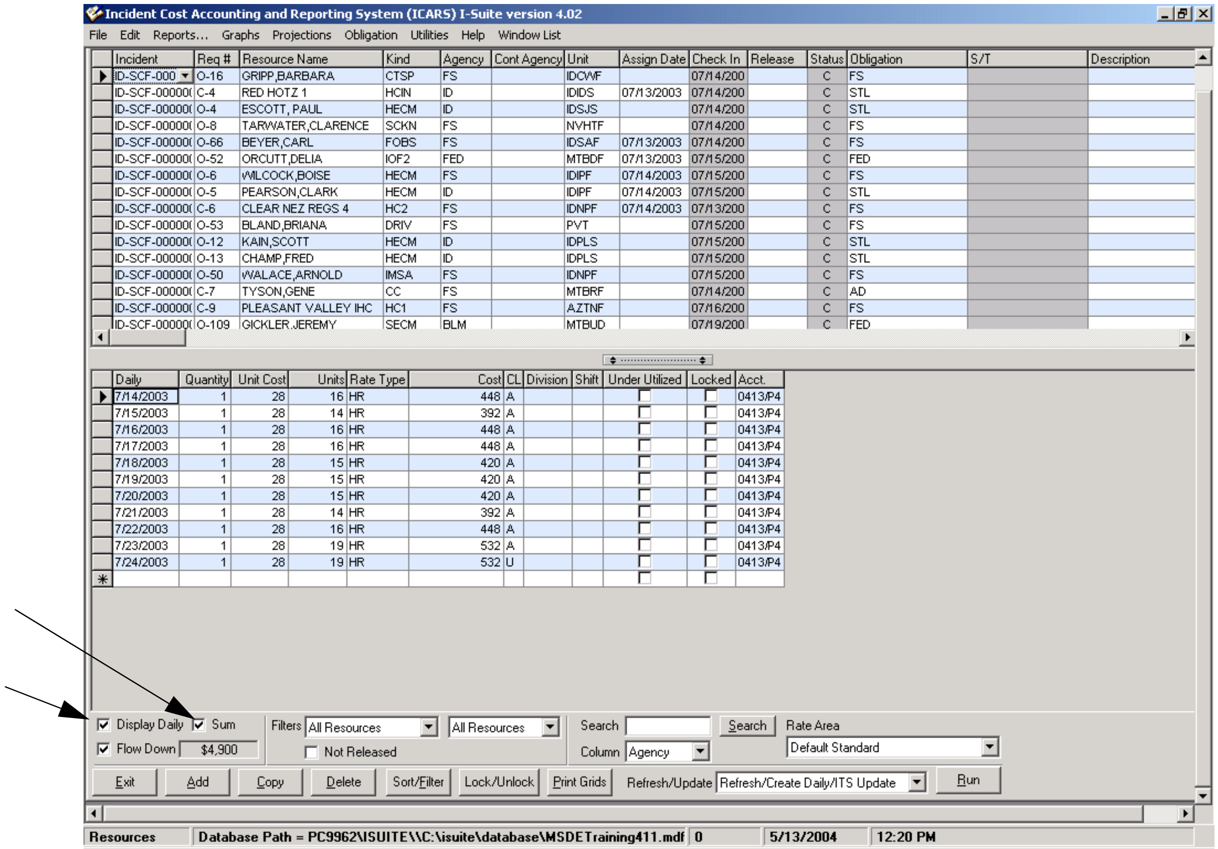
- **A, Actual**. Cost level data originates from ITS time records. You must specify a recource for posting time.
- **E, Estimate**. Cost level data is estimated from the rates lookup table.
- **U, User-updated**. Cost level data typically originates from contract documentation.

To display the Daily table view

The Daily Display lists daily records for a resource specified in the Resources table.

1. On the **Resource** table, click the **Display Daily** check box.
2. To sum the total daily cost of the resource, click the **Sum** check box.

The following diagram shows the Display Daily table view for all resources. The arrows point to the Display Daily and Sum check boxes.



Understanding the Flow Down and Lock/Unlock features

There are two features in ICARS that allows you to control the recalculation of data.

- **Flow Down**. In ICARS, the flow down feature allows you to tells ICARS to recalculate Unit Cost data, starting at the point where you changed the Unit Cost in the Daily table and *flowing down* through the remainder of the data.

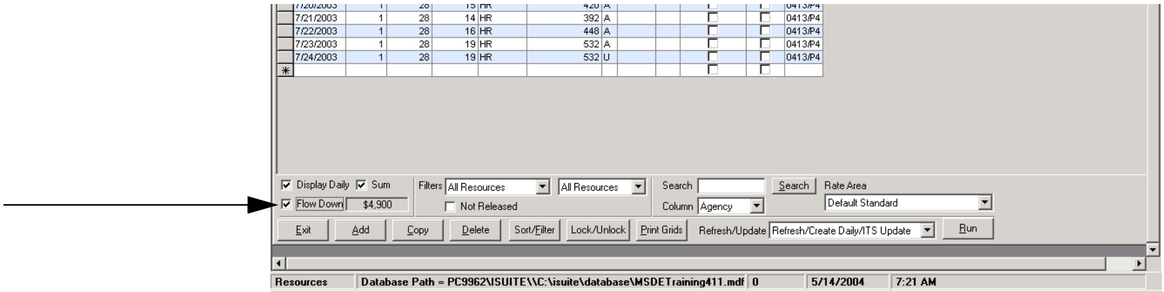
Use the Flow Down feature with caution.

- **Lock/Unlock**. This feature allows you to lock or unlock specific records on the Daily table. The Lock check box allows you to preserve hand-entered data.

To use the Flow Down feature

- On the **Daily** table, click the **Flow Down** check box.

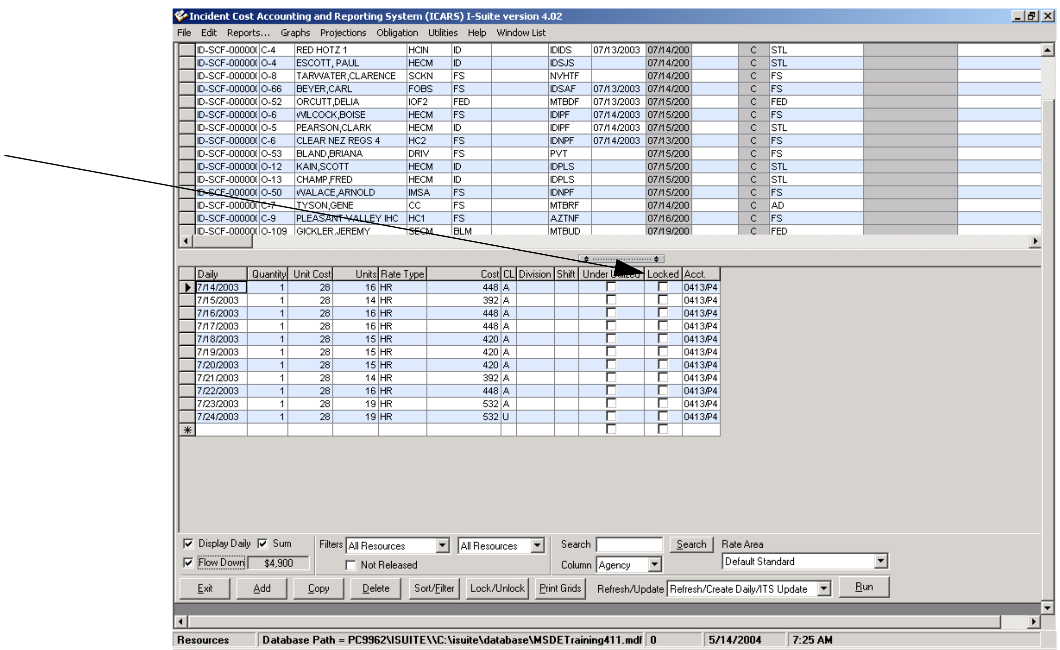
The following diagram shows the bottom portion of the Daily table. The arrow point to the location of the Flow Down check box.



To lock a specific entry

- On the **Daily** table, click to select the **Locked** check box for the row(s) of your choice.

The following diagram shows the Daily table. The arrow points to the Locked check box column.



Entering daily data

This section explains how to enter daily data for aircraft and supply resources, and how to enter a release date for the resource of your choice.

To enter daily data for supply and aircraft resources

1 On the **Resources** table, click to select the **Daily Display** check box.

2 Click the right **Filters** drop-down arrow, and then click to select on of the following

- to enter daily data for **Aircraft**, click to select **Aircraft**
- to enter daily data for **Supplies**, click to select **Supplies**.

3 Click in the first available blank row, in the cell to the right of the ✳ .

4 Type the daily data as appropriate for that type of **resource**.

5 To save your entries, press TAB to advance the cursor to the next available blank row.

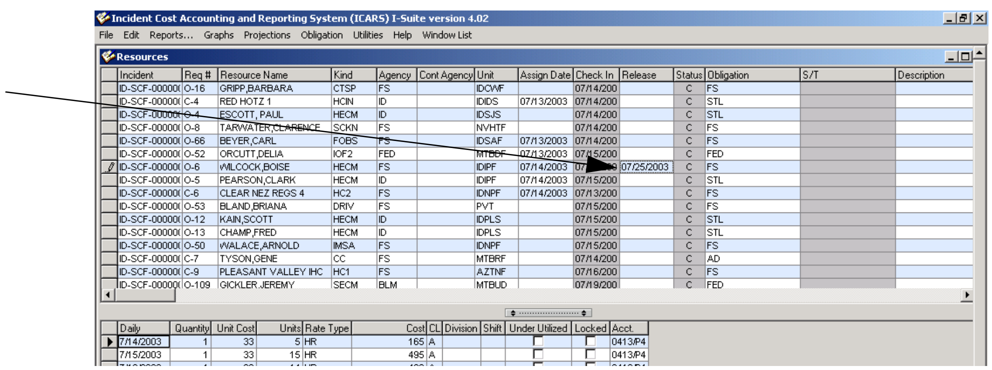
To enter a release date for a resource

Designating a release date tells ICARS to stop generating daily records for that resource.

1 On the **Resource** table, locate the resource of your choice.

2 In the **Release** column for that resource, type the **Release Date**.

The following diagram shows a portion of the Resource table view. The arrow points to the Release Date that was entered for a particular resource.



Working with the File menu

The ICARS File menu allows you to create a new incident, open an existing incident, change ICARS display settings, and modify your printer settings.

To create a new incident

The I-Suite default database in part of the installation package. It is blank and should not be used as the incident database.

1 On the **File** menu, click **New Incident**.

2 Complete the following boxes

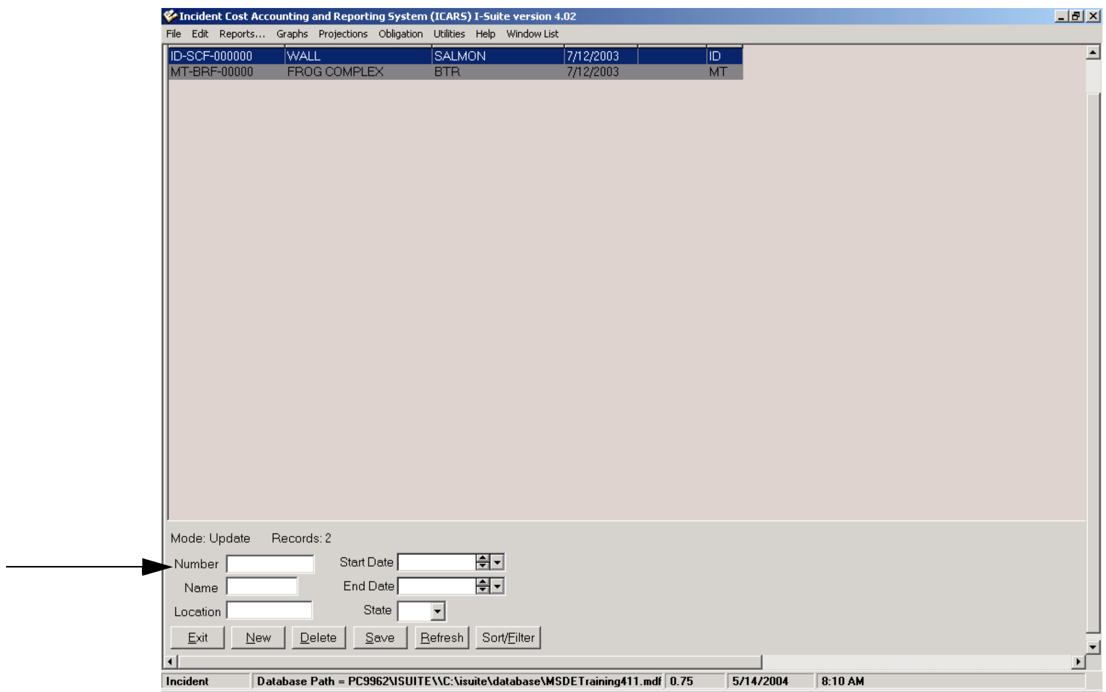
- Number
- Name
- Location.

3 Click the **Start Date** drop-down arrow, and then click to select the **Start Date** of the incident.

4 Click the **State** drop-down arrow, and then click to select the **State** of your choice.

5 When finished, click the **Save** button.

The following diagram shows the Incident screen. The arrow points to where you enter new incident information.



To locate and open the default I-Suite database

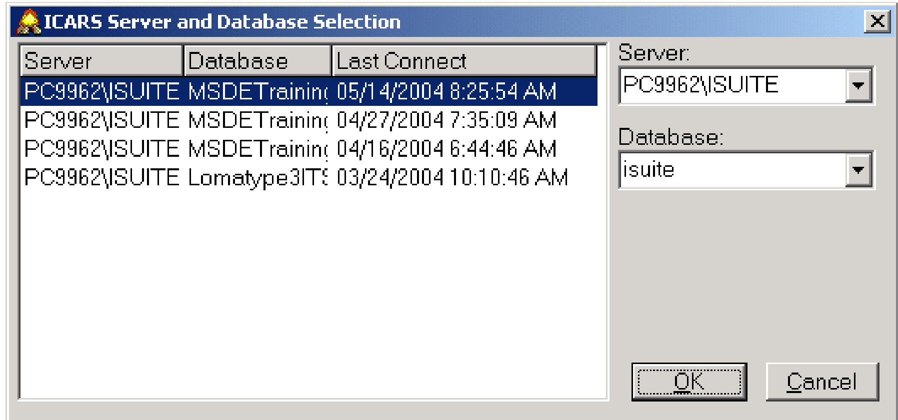
This task explains how to open the empty default I-Suite database that loads with the I-Suite software installation.

1 On the **File** menu, click **Open Database**.

2 On the **ICARS Server and Database Selection** dialog box, click the **Database** drop-down arrow, click to select **Isuite**, and then click **OK**.

3 On the **Isuite** dialog box, click **OK**.

The following diagram shows the ICARS Server and Database Selection dialog box.



The following diagram shows the ISuite dialog box.

To open the training database

This task explains how to open the training database so that you may practice using ICARS while not affecting "real" data.

1 On the **File** menu, click **Open Database**.

2 On the **ICARS Server and Database Selection** dialog box, click the **Database** drop-down arrow, click to select the **training database**, and then click **OK**.

To change your screen options

1 On the **File** menu, click **Options**.

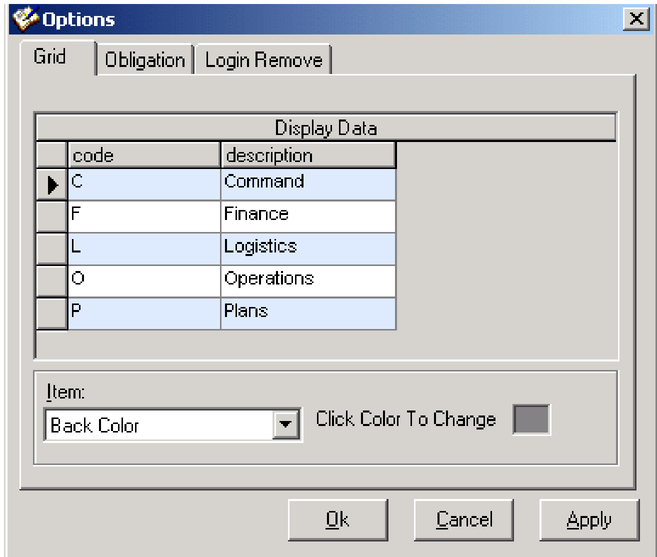
2 On the **Options** dialog box on the **Grid** tab, click the **Item** drop-down arrow, and then click to select **Back Color Odd**.

3 Click the **Click Color to Change** color square, click to select the **Color** of your choice from the **Color** dialog box.

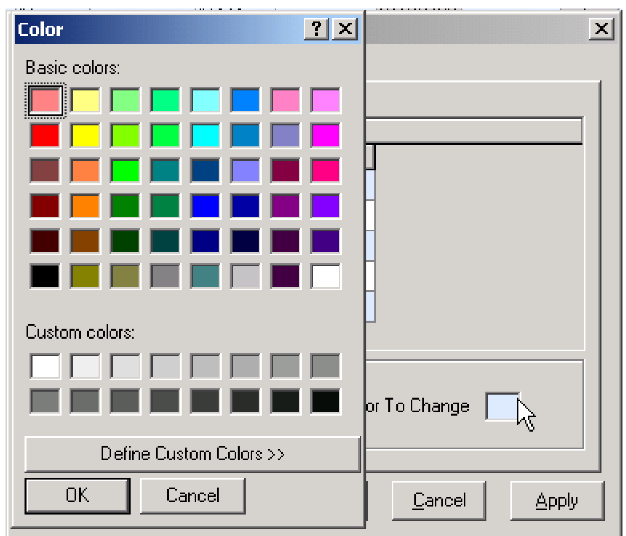
4 Click **OK**, and then click **Apply**.

5 For every database you want to remove from your login, click the **Login Remove** tab, click to select the check boxes of your choice, and then click **Apply**.

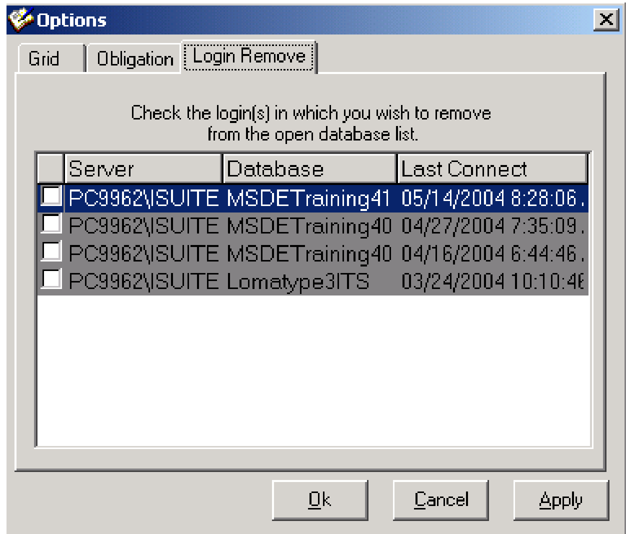
The following diagram shows the Grid tab on the Options dialog box.



The following diagram shows the Color dialog box.



The following diagram shows the Login Remove tab on the Options dialog box.



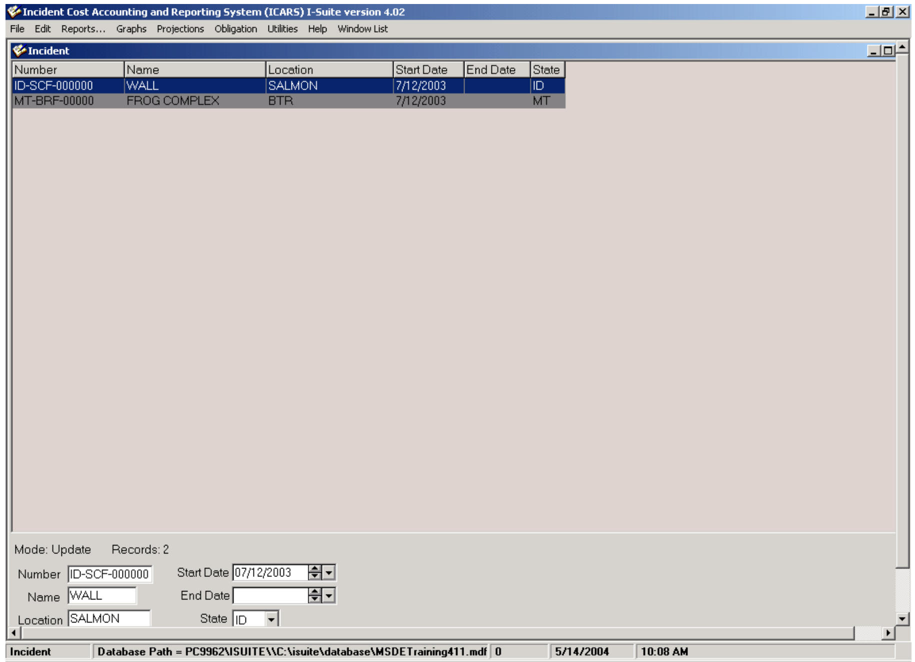
Working with the Edit menu

The Edit menu allows you to access and modify I-Suite lookup tables. Lookup tables identify lists of options that appear on drop-down lists, including drop-down lists for Incidents, Accounting Codes, Kinds, Rates, Rate Groups, Agencies, and Home Units. Since lookup tables are used globally within I-Suite, any changes you make impacts all other users.

To identify the number and names of incidents in the open database

- On the **Edit** menu, click **Incidents**.

The following diagram shows the Incident lookup table. In this example, only two incidents, “FROG” and “WALL” are listed as options.



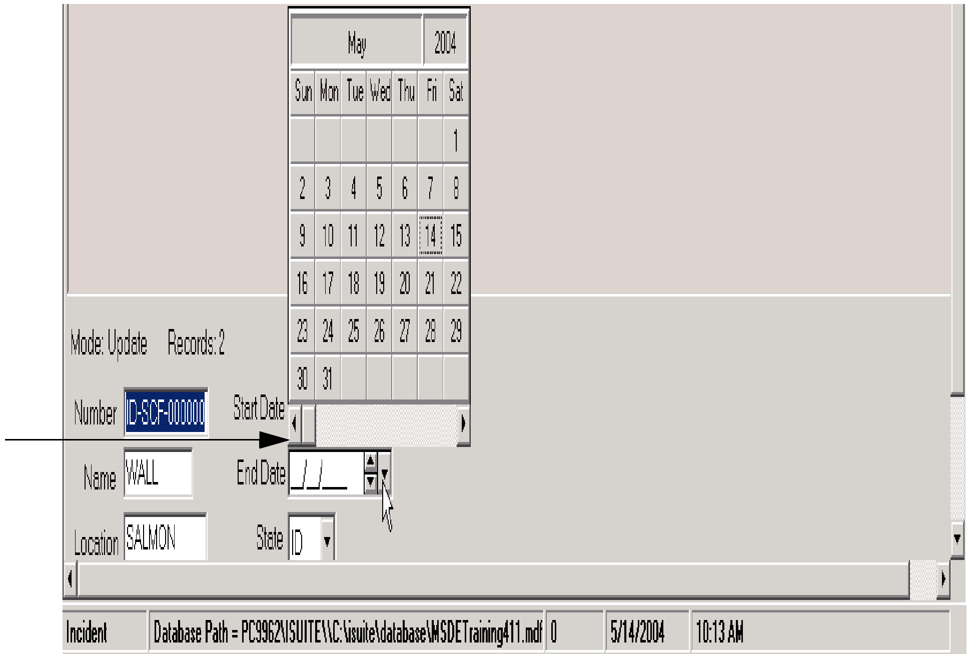
To enter end dates for an incident

1 On the **Incident** lookup table, click to select the **Incident** of your choice.

2 Click the **End Date** drop-down arrow, and then click to select the **End Date** for the incident of your choice.

3 When finished, click the **Exit** button.

The following diagram shows the Incident lookup table. The arrow points to the calendar for entering an end date for an incident.



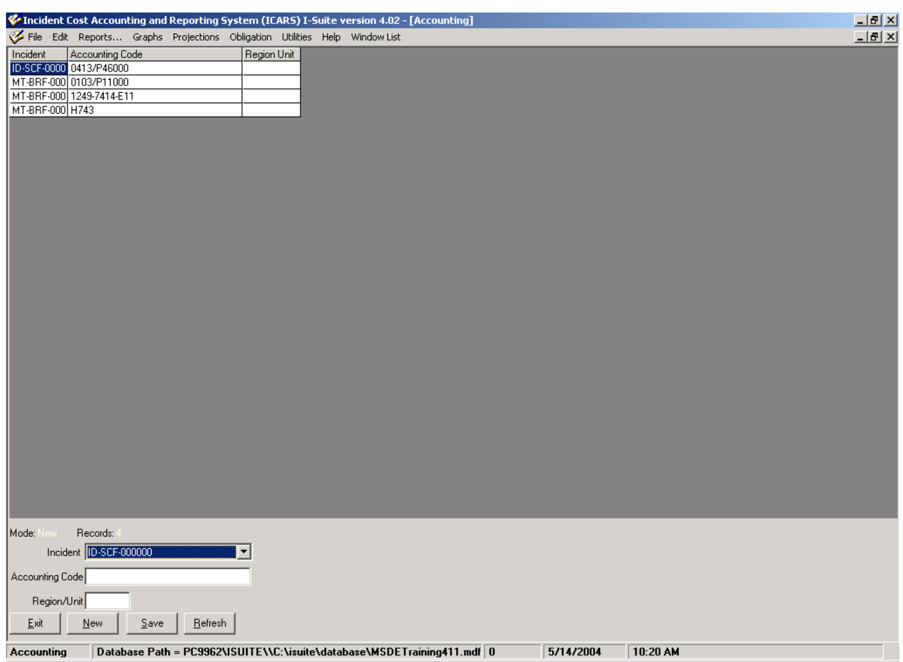
To identify accounting codes used on an incident

1 On the **Edit** menu, click **Accounting**.

2 Review the **Accounting** lookup table for that incident.

3 When finished reviewing the accounting codes, click the **Exit** button.

The following diagram shows the Accounting lookup table.

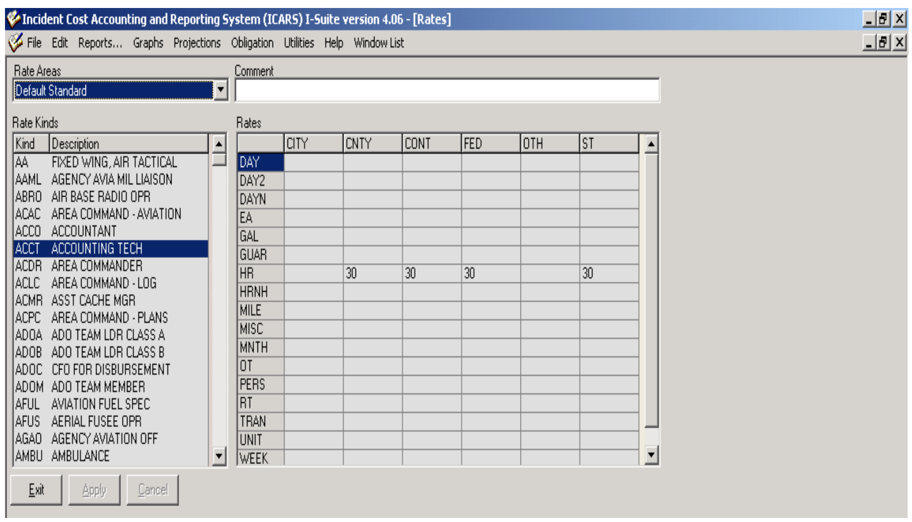


To find the default rates used to calculate costs for specific resources

Default rates allows you to calculate costs when no actual rate is entered for a resource. Edit the rates as part of your project plan and SOP.

1. On the **Edit** menu, point to **Rates**, and then click **Rates**.
2. Under **Rate Kinds**, click to select the rate **Kind** for the resource of your choice.
3. Review the **Rates** lookup table for that resource.
4. When finished, click the **Exit** button.

The following diagram shows the Rates lookup table.



Working with the Reports menu

The Reports menu allows you to run standard or "canned" reports for management decision-making. You can select a general format, determine the sort and filter criteria, and then preview, print, or export this data.

About Crystal Reports

To run a standard report for an entire date range

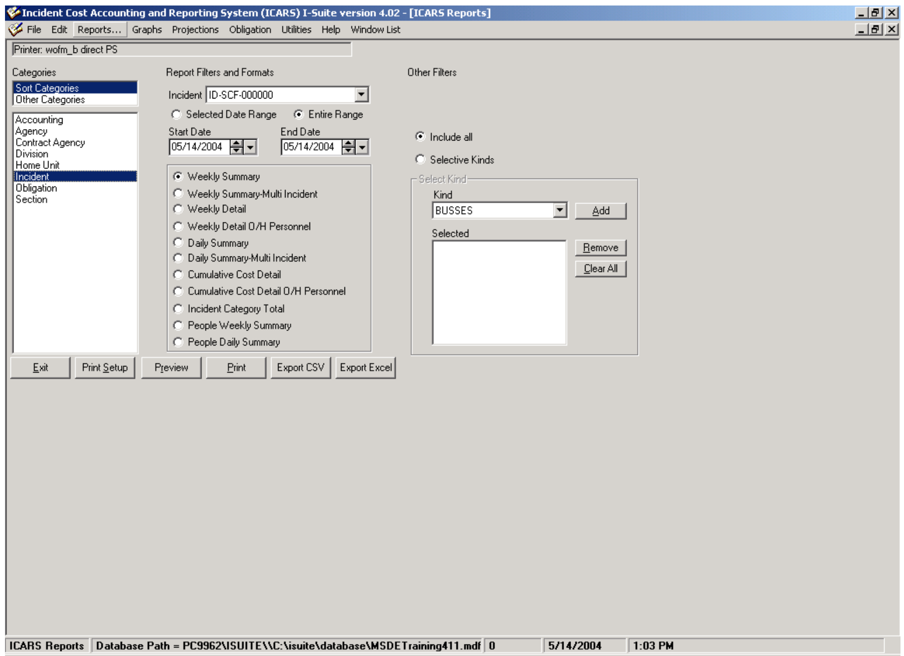
1. On the **Reports** menu, click **Reports**.
2. On the **ICARS Reports** dialog box under **Categories**, click to select **Sort Categories** in the top box, and then click to select **Incident** in the bottom box.
3. In the **Incident** box, click to select the **Incident** of your choice.

4 Click to select **Entire Date Range**.

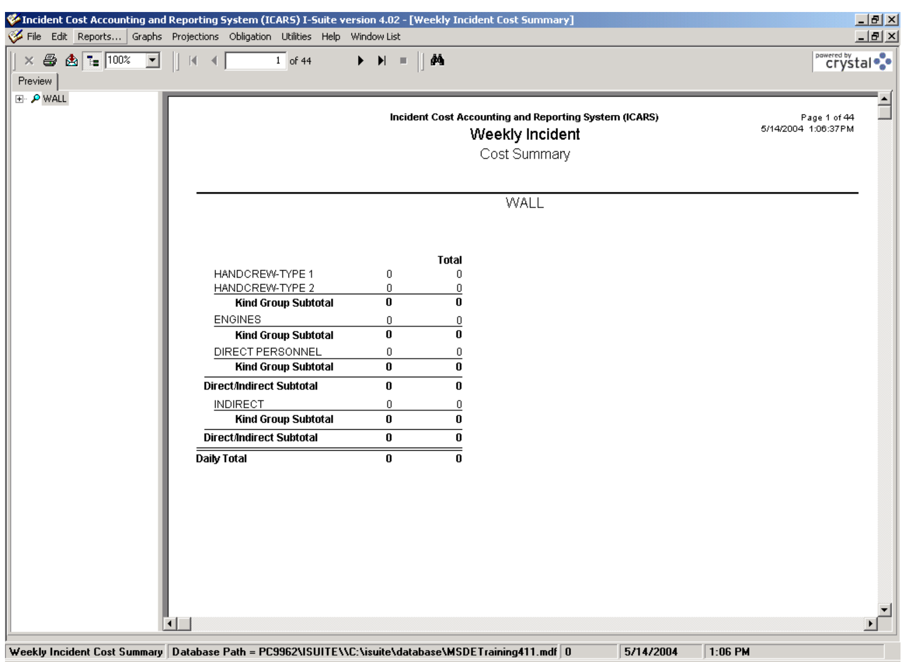
5 Click to select the **Report** of your choice, and then click the **Preview** button.

6 When finished reviewing the report, click the **Close** button.

The following diagram shows the ICARS Reports dialog box.



The following diagram shows a sample report as it appears on your screen.



To customize a report

The following diagram shows the

The following diagram shows the

To run a cumulative cost detail report

The following diagram shows the

The following diagram shows the

To run a weekly summary report for multiple incidents

To run an exception report

The following diagram shows the

The following diagram shows the

The following diagram shows the

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The following diagram shows the

Incident Resource Status System User's Guide

The Incident Resource Status System (IRSS) is part of the I-Suite group of software programs. IRSS is an automated resource tracking system that allows you to collect and manage incident resource information. IRSS minimizes the time and effort you need to enter and track these resources by reducing the paperwork and potential for data entry errors.

IRSS provides a standardized way to check-in resources when they arrive at an incident. In the integrated environment, the information entered in IRSS is then shared with the other I-Suite programs, including:

- **Incident Time Reporting System (ICARS)**. For tracking incident resource costs assigned to an incident.
- **Incident Time System (ITS)**. For collecting and tracking incident resource time.
- **Incident Action Plan (IAP)**.For producing Incident Action Plans.

Topics in this guide include the following:

- About this guide
- Getting Started
- Adding and editing an incident name and number
- Adding, editing, and deleting resources
- Working with databases, T-card labels, and Checkout Forms
- Working with Index Lists and table views
- Running and printing reports.

For information about installing IRSS, please refer to the "I-Suite Administrator's Guide," which is available for download on http://isuite@nwcg.gov.

About this guide

This Incident Resource Status System User's Guide is organized into sections, based on the types of tasks you will commonly perform. At the beginning of each section you will find an overview of the topics explained. Where appropriate, diagrams are shown immediately following each task. Topics in this section include:

- Before you begin
- Conventions.

Before you begin

Before using IRSS, you must be feel confident that:

- You are familiar with your personal computer and function keys and understand personal computer concepts.
- You are familiar with Windows 2000, Windows XP, or Windows NT and can log on and log off.

Conventions

The following conventions are used within this guide:

1 Button names, option labels, screen names, tab names, and text box names appear in bold, in the same case as on your keyboard or screen. For example, the second step might instruct you to

  2 On the **Tools** menu, click **Options**.

- Topics of special interest or hints that will help you perform a specific task show a line before and after the text. The text appears in italic type. For example, the following note appears in the "Working with tables" section.

The percent sign (%) is a "wildcard" that allows you to perform searches without specifying the entire filter criteria. You can use one or more wildcards in any combination to locate records that match your search.

Getting Started

This section explains the basic concepts and information you need to begin using IRSS. Topics in this section include:

- Terms and concepts
- Security
- Logging on and logging off
- Getting help
- Understanding the stand-alone and integrated environments
- Working with tables.

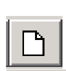
Terms and concepts

This section outlines some of the screens, toolbars, and menus that you will be using in IRSS. If you aren't already familiar with ROSS or have forgotten a few things since training, review these terms and concepts before proceeding with the remaining sections in this guide.

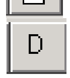
The IRSS toolbar identifies thirteen buttons that allow you to perform common tasks, including:

- **Print**. Print the current screen, form, or report.

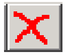
- **Edit Resource**. Edit an existing record in form view.



- **Add Resource**. Open a blank form to add a new record.

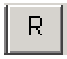


- **Demob Resource**. Navigate through selected records in form view. Changes the status code to D for "demob" and positions the cursor on the Release Date field.



- **Delete Resource**. Delete the selected records form the database. Prompts you to verify that you want to complete the delete action.

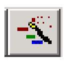
Do not delete records without first conferring with the Finance and Cost groups!



- **Reassign Resource**. Changes the status of the selected records to R for "reassigned." Creates a second record and duplicates all fields except Incident Order Number, Request Number, and Kind/Position. Allows you to track resources over time with multiple assignments. The record retains the original Order Request Number, no matter how many times you reassign it.

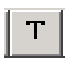
- **Add/Edit Incident**. Add records to or edit records in the Incident table.

- **Run Reports**. Open the report module and run existing reports.

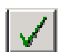


- **Design Reports**. Create new custom and advanced reports.

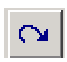
- **Print Barcode**. Print a barcode label for the selected record(s).



- **Print T-Card Labels**. Print a T-card label for the selected record(s).

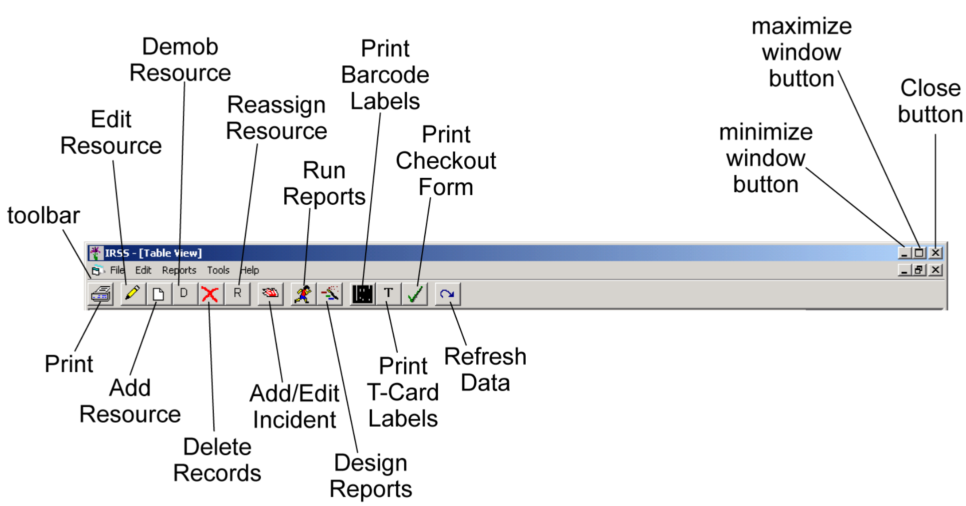


- **Print Checkout Form**. Print a checkout form for the selected record(s).



- **Refresh Data**. Refresh the Table View screen.

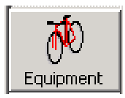
The following diagram shows the IRSS toolbar and the toolbar buttons.



The following buttons that display along the left-hand side of your screen identify the types of resources you can view:

Aircraft. Display only those resources with the "A" request category.

Crews. Display only those resources with the "C" request category.



Equipment. Display only those resources with the "E" request category.

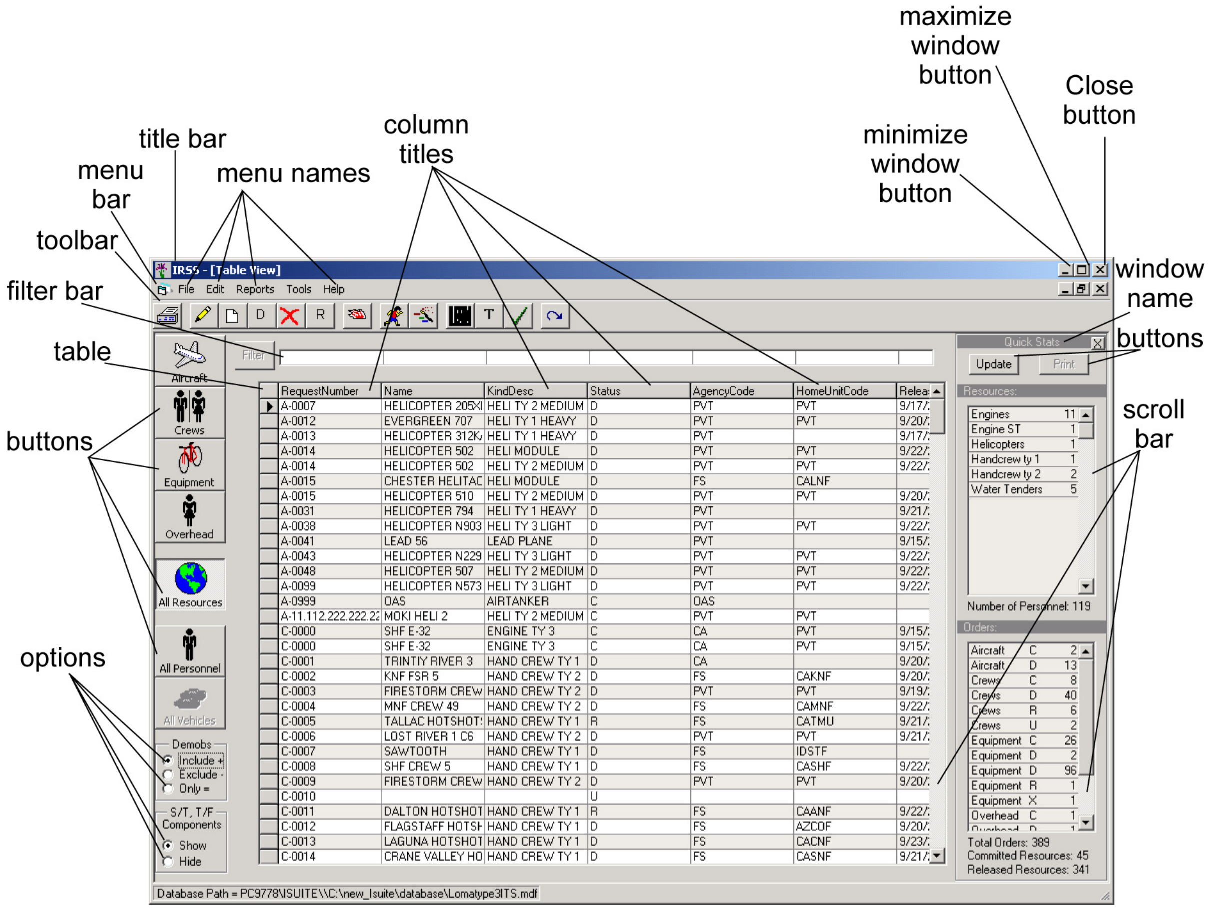
Overhead. Display only those resources with the "O" request category.

All Resources. Display all resource categories.

All Personnel. Display an alphabetical list of all personnel on an incident, including names of crew members and personnel with equipment and aircraft records that have been rostered.

All Vehicles. Display a list of all vehicles that have been rostered and the resource they are attached to.

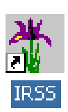
The following diagram shows screen elements and screen terminology used throughout this guide.



Logging on and logging off

This section explains how to log on and log off of IRSS.

To log on to IRSS



1 From your **Desktop**, double-click the **IRSS** icon or click **Programs** from the **Start** menu, point to **I-Suite**, and then click **IRSS**.

If you have trouble logging on to IRSS, please refer to the “Handling installation problems,” in the “I-Suite Administrator’s Guide,” which is available for download on http://isuite@nwcg.gov.

To log off IRSS

- On the **File** menu, click **Exit**.

Getting help

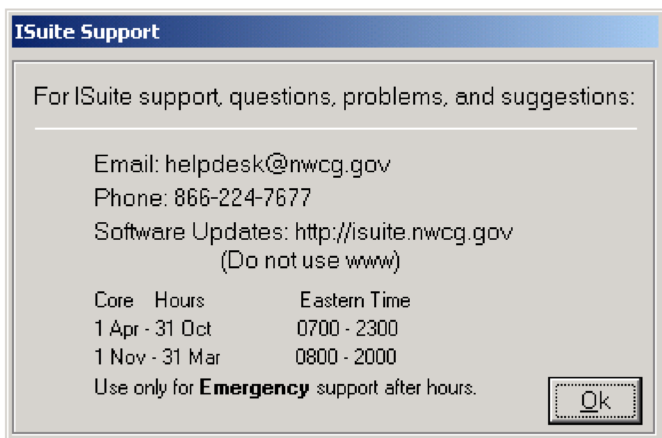
This section explains how to access and locate help information. There are three basic ways to obtain help information for IRSS:

- **Access the I-Suite website.** This site contains a wide array of I-Suite information, including software downloads, updates, and user documentation.
- **Contact the I-Suite Helpdesk.** If you are unable to answer your question using the I-Suite website, contact the I-Suite Helpdesk at (866) 224-7677.
- **Review this Incident Time System User's Guide**. This guide is available in Acrobat format. To locate topics of interest, click to select the **Bookmark** of your choice. Bookmarks are listed along the left-hand side of the Acrobat document. When you click the **Bookmark**, you will advance to that topic within the document.

To display help information within IRSS

- On the **Help** menu, click **Support**.

The following diagram shows the I-Suite Support dialog box.



To locate help information on the I-Suite website

1. Start your Internet browser.
2. In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.
3. On the **Welcome to I-Suite** webpage, click the **IRSS** application icon.
4. On the **IRSS webpage**, click to select the **topic** of your choice.

To obtain a copy of this Incident Resource Status System User's Guide

1. Start your Internet browser.
2. In the **Address** box, type **http://isuite@nwcg.gov**, and then press ENTER.

3 On the **Welcome to I-Suite** webpage, click the **IRSS** application icon.

4 On the **IRSS webpage**, click to select **IRSS User’s Guide**.

5 In **Acrobat Reader**, save the file to your personal computer in a folder location of your choice.

Understanding the stand-alone and integrated environments

This section explains the difference between working in the stand-alone environment or the integrated environment. While you may only be using IRSS for your work, it is important to understand how the information you enter in IRSS affects other I-Suite programs.

As a team working in the integrated environment, establish guidelines and standard operating procedures (SOPs) that will accommodate all functional groups.

- **Integrated environment**. Using IRSS, enter resources, crews, and operators. This data is then shared between the Resource Planning and Finance groups. Maintain data standards. Changes, additions, and/or deletions to data affect all functional groups.
- **Stand-alone environment**. While data from IRSS populates other I-Suite programs, data ownership issues are eliminated.

Working with tables

In IRSS, resource information display in tables. Using the filtering function in IRSS, you can locate and display specific records or subsets of records based on your own criteria.

You can filter resource information by three different levels:

- **Incident leve**l. Display records associated with one incident at a time.
- **Resource type level**. Display records based on the resource type: Aircraft, Crews, Equipment, Overhead, or all records.
- **Selected fields level**. Display records by specific field and filter criteria.

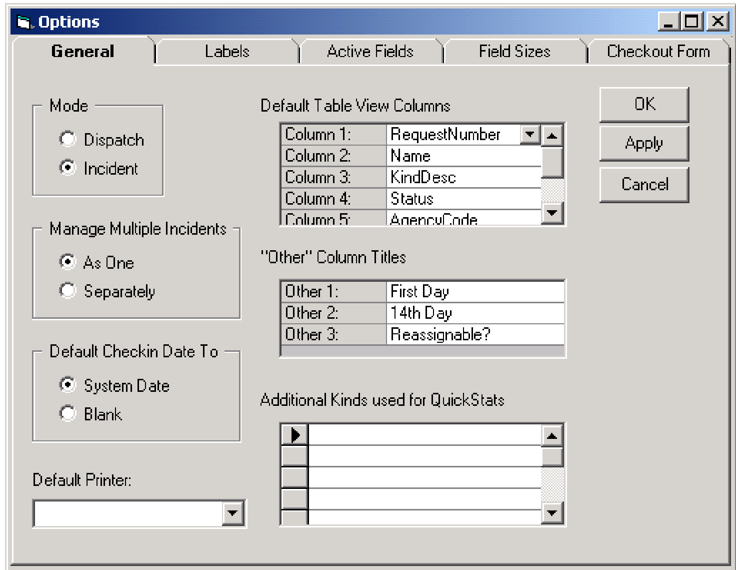
To display all resources associated with one incident at a time

1 Click the **All Resources** button.

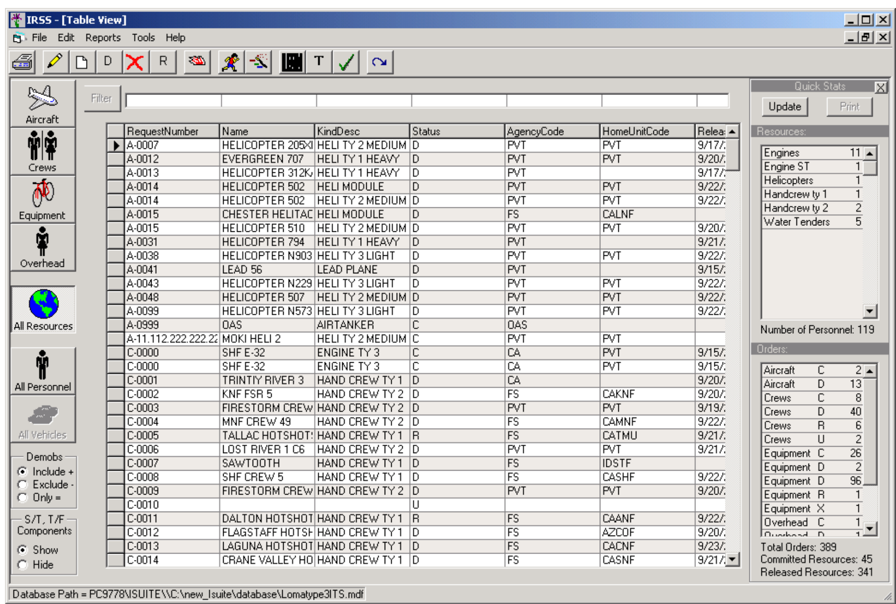
2 On the **Tools** menu, click **Options**.

3 On the **Options** dialog box under **Manage Multiple Incidents**, click **As One**.

The following diagram shows the Options dialog box.



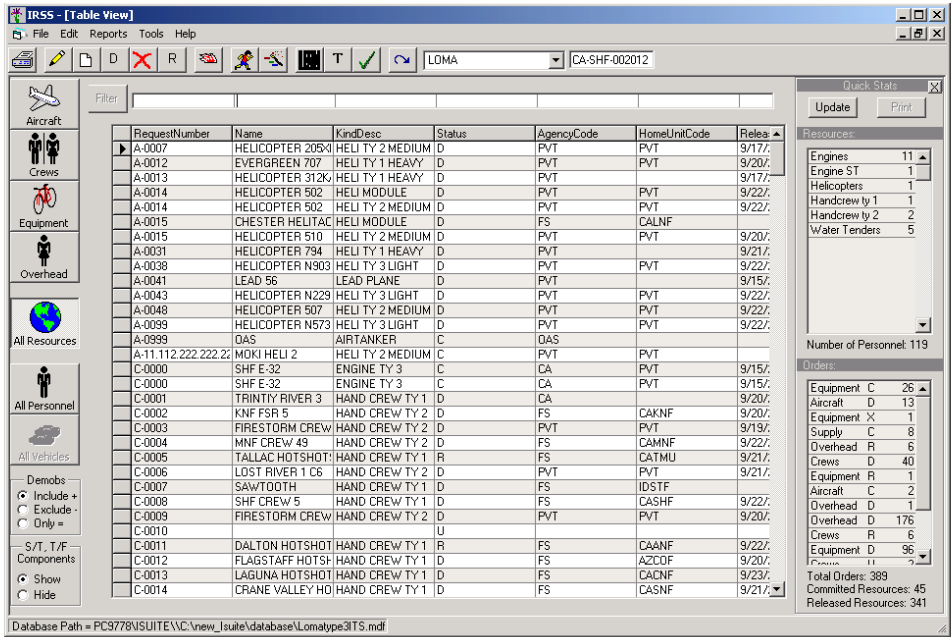
The following diagram shows all resources with incidents managed as one.



To display all resources separately

1. Click the **All Resources** button.
2. On the **Tools** menu, click **Options**.
3. On the **Options** dialog box under **Manage Multiple Incidents**, click **Separately**.

The following diagram shows all resources with incidents managed separately.



To display records based on the resource type

1 Click the resource type button of your choice

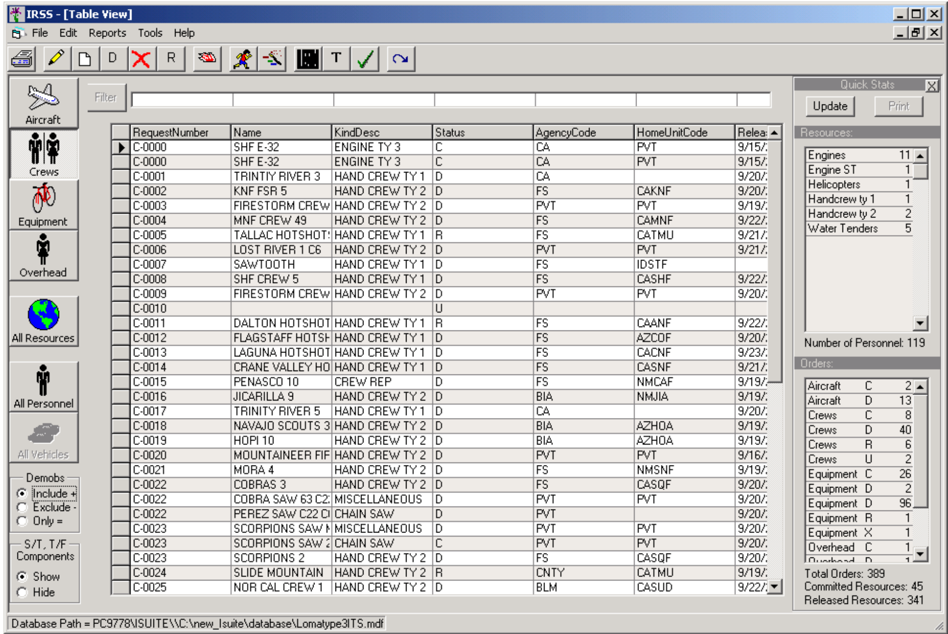
- to display aircraft, click the **Aircraft** button
- to display crews, click the **Crews** button
- to display equipment, click the **Equipment** button
- to display overhead, click the **Overhead** button.

2 On the **Tools** menu, click **Options**.

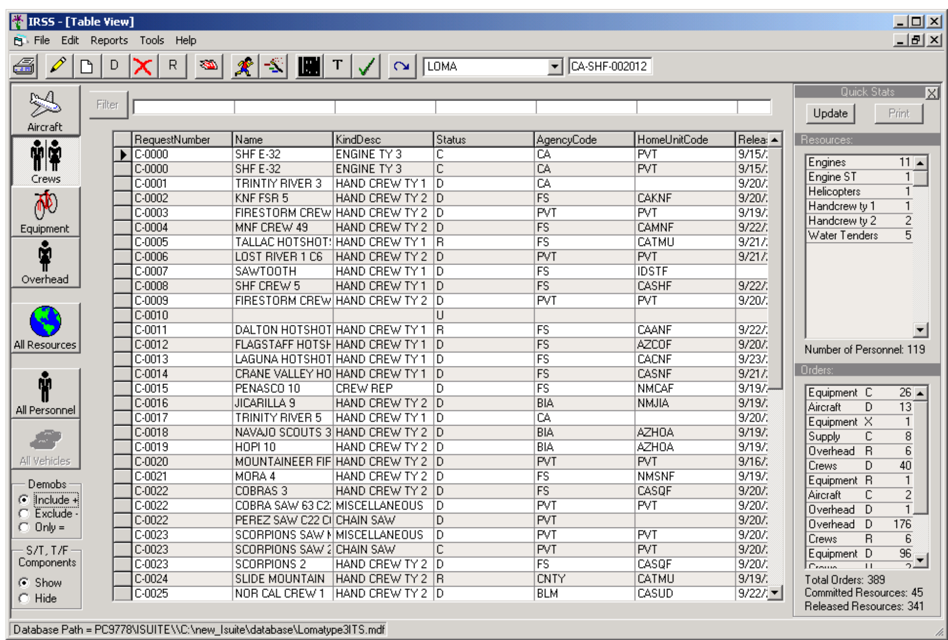
3 On the **Options** dialog box under **Manage Multiple Incidents**, perform one of the following

- to manage incidents as one, click **As One**
- to manage incidents separately, click **Separately**.

The following diagram shows crew resources with incidents managed as one.



The following diagram shows crew resources with incidents managed separately.



To display records by specific field using a wildcard

The percent sign (%) is a "wildcard" that allows you to perform searches without specifying the entire filter criteria. You can use one or more wildcards in any combination to locate records that match your search.

1 Click the resource type button of your choice

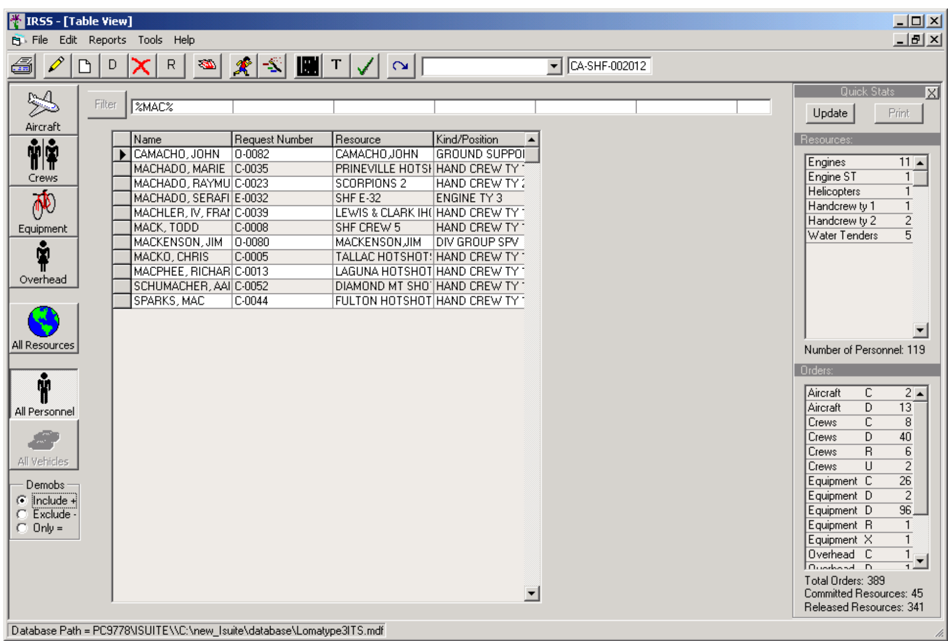
- to display aircraft, click the **Aircraft** button
- to display crews, click the **Crews** button
- to display equipment, click the **Equipment** button
- to display overhead, click the **Overhead** button
- to display all resources, click the **All Resources** button
- to display all personnel, click the **All Personnel** button.

2 On the **filter bar**, click in the box above the **column title** of your choice.

3 In that box, type the filter criteria of your choice and then click the **Filter** button.

For example:
- *type MA% to search for records beginning with the letters "MA"*
- *type %MA to search for records ending with the letters "MA"*
- *type %MA% to search for records containing any instance of the letters "MA."*

The following diagram shows a sample wildcard search for personnel records with last names containing the letters "MA."



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*To deactivate the **Filter** button, clear the filter criteria from the filter bar, and then click the **Filter** button again. The table will redisplay in its original form.*

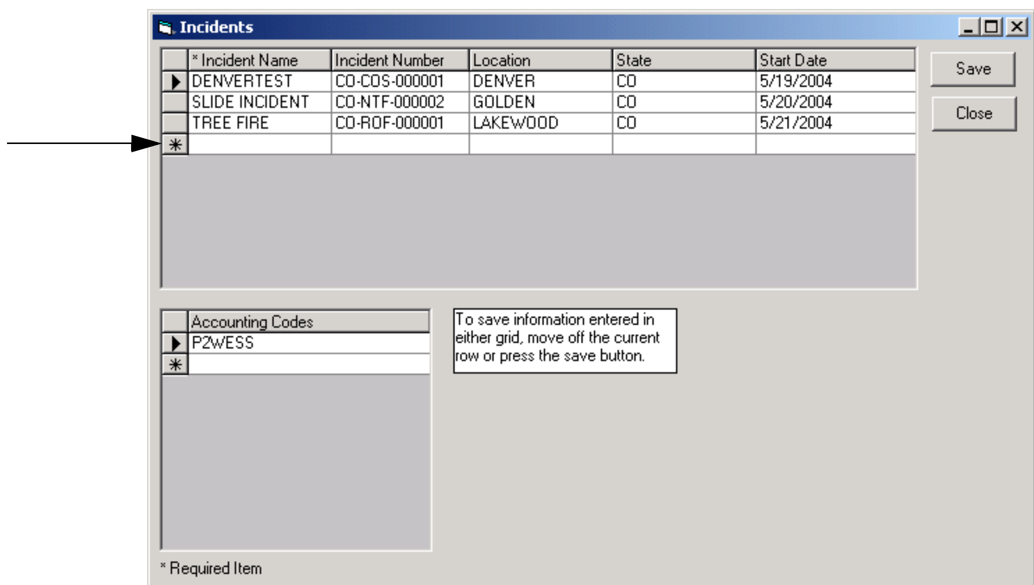
Adding and editing an incident name and number

This section explains how to add an incident name and number.

To add an incident name and number

1. On the **IRSS** menu bar, click the **Add/Edit Incident** button.
2. On the **Incidents** dialog box, click in the first available blank row, in the cell to the right of the *
3. In the **Incident Name** box, type the name of the new **Incident**, and then press TAB.
4. In the **Incident Number** box, type the **Incident Number**, and then click the **Save** button.

The following diagram shows the Incidents dialog box.The arrow points to the first blank row where you can begin to add an incident.



To edit an incident name and number

1. On the **IRSS** toolbar, click the **Add/Edit Incident** button.
2. To change the Incident Name, click to highlight the **Incident Name** of your choice, and then type to replace the **Incident Name**.
3. To change the Incident Number, click to highlight the **Incident Number** of your choice, and then type to replace the **Incident Number**.
4. To save your changes, click the **Save** button.

Adding, editing, and deleting resources

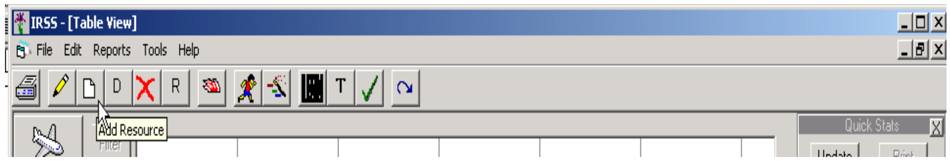
This section explains how to add and edit resources, demobilize resources, and delete resources. Remember these key points when working with resource information:

- Data is organized and presented according to the ICS-211 form.
- Before saving a resource, you must complete the following required fields
  - Request Number
  - Resource Name
  - Configuration
  - Kind/Posiiton
  - Status.
- Before rostering members or adding additional qualifications, you must complete the mandatory fields and save the resource.
- It is better to edit an existing resource than to delete one and then add it back to the incident database.
- When you choose a type of resource, the data entry screen options may change. Be sure to look over the data entry screen.
- Once you demobilize a resource you can no longer post time to it.
- You can delete resources and/or rostered members of a resource. If there are any dependencies attached, IRSS displays warning messages. Be sure to read all these warning messages before committing to the delete request.

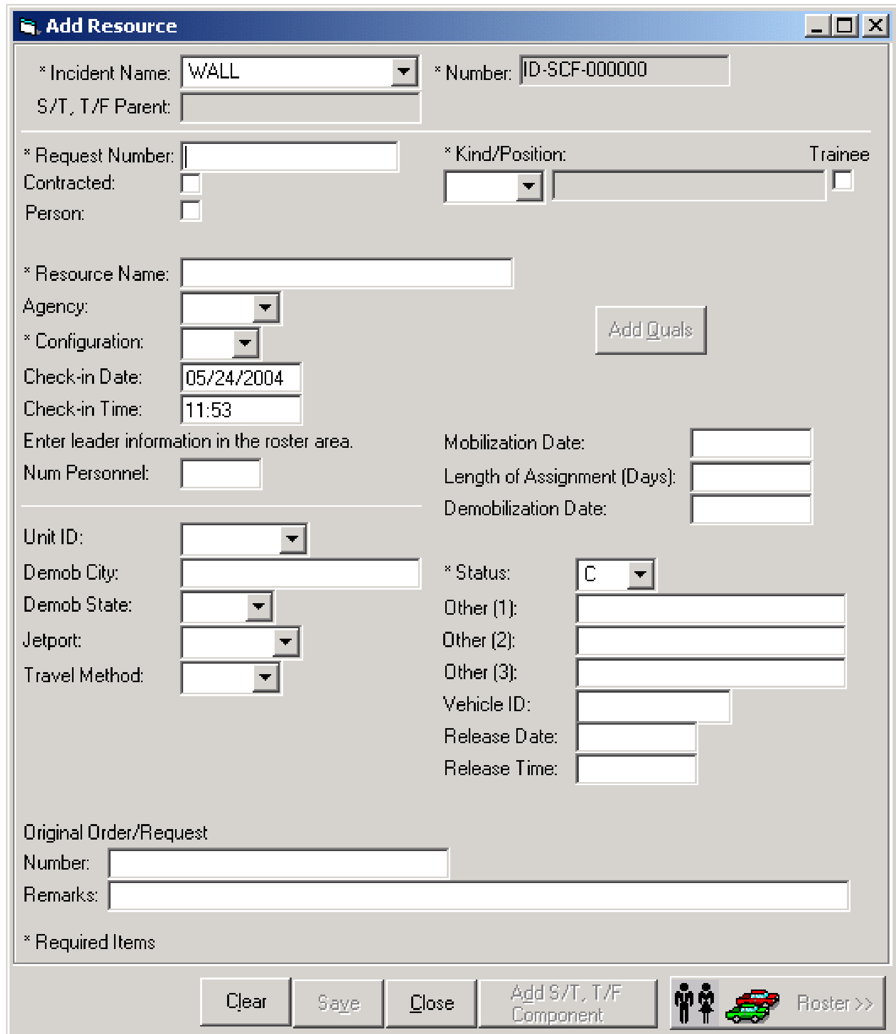
To add resources using an ICS-211 and/or optional check-in form

1. On the **IRSS** task bar, click the **Add Resource** icon.
2. On the **Add Resource** dialog box, complete the following information as required or appropriate
   - Request number
   - Contracted
   - Person
   - Resource Name
   - Agency
   - Configuration
   - Check-in Date
   - Check-in Time
   - Num Personnel
   - Unit ID
   - Demob City
   - Demob State
   - Jetport
   - Travel Method
   - Kind/Position
   - Mobilization Date
   - Length of Assignment
   - Demobilization Date
   - Status
   - Other (1)
   - Other (2)
   - Other (3)
   - Vehicle ID
   - Release Date
   - Release Time
   - Original Order/Req Number
   - Remarks.
3. Click the **Save** button.

The following diagram shows the location of the Add Resource icon.



The following diagram shows the Add Resource dialog box.

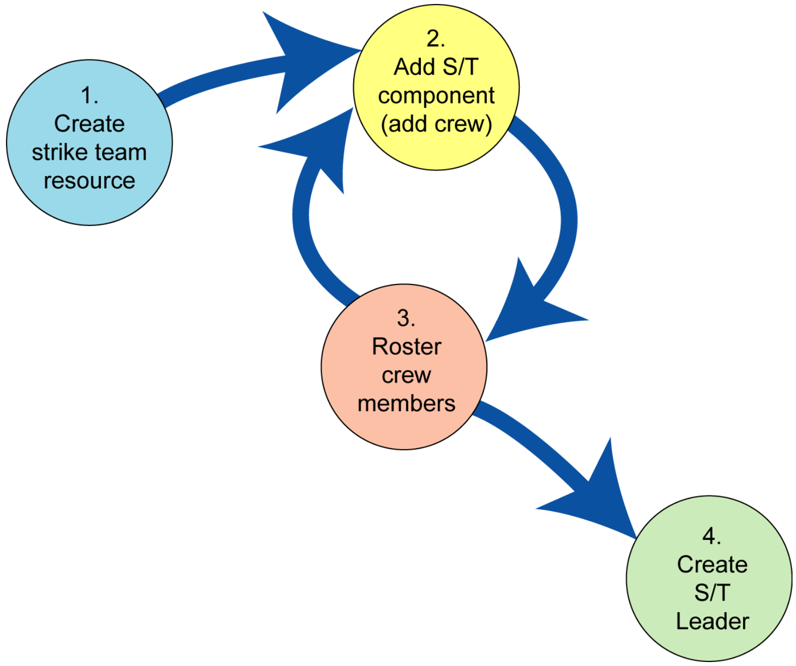


Creating strike teams

This section outlines two basic examples for creating a strike team. Whichever method you choose, remember these key points:

- Follow the numbering structure set up by the dispatch organization that sent you the strike team.
- Add and designate the strike team leader last.

The following diagram shows the basic process for creating a strike team, adding crews, rostering crew members, and adding a strike team leader.



To create a strike team resource - example 1

1 On the **IRSS** task bar, click the **Add Resource** icon.

2 On the **Add Resource** dialog box, complete the following information

- in the **Request Number** box, type the **Request Number of the strike team**
- click the **Agency** drop-down arrow, and then click to select the **Agency of the strike team**
- click the **Configuration** drop-down arrow, and then click to select **S/T**
- complete the **Check-in Date** and **Check-in Time**.
- in the **Num Personnel** box, type the total number of **strike team members**

3 Complete the following information as required or appropriate

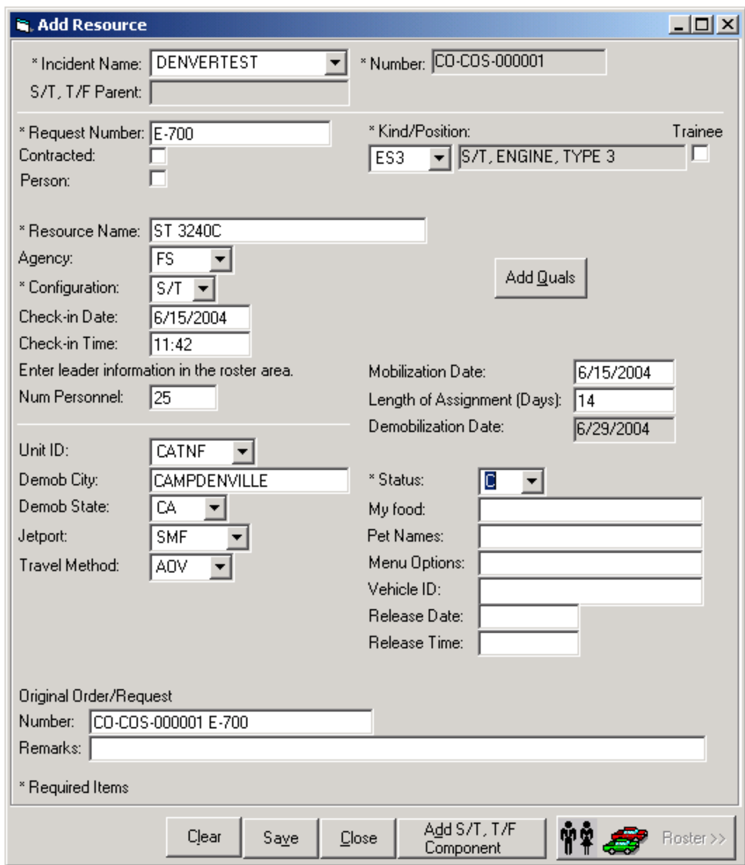
- Unit ID
- Demob City
- Demob State
- Jetport
- Travel Method

4 Click the **Kind/Position** drop-down arrow, and then click to select the **strike team type**.

5 Complete the following information as required or appropriate

- Mobilization Date
- Lenght of Assignment (Days)
- Status
- My food
- Pet Names
- Menu Options
- Vehicle ID
- Release Date
- Release Time.

The following diagram shows a sample Add Resource dialog box for adding a strike team. Here, a Type 3 Engine Strike Team is created.



To add a crew to the strike team

6 Click the **Add S/T, T/F Component** button.

7 On the **irss** dialog box, click the **Yes** button.

8 On the **Add Strike Team, Task Force Component** dialog box, complete the following information

- in the **Resource Name** box, type the name of the crew
- click the **Agency** drop-down arrow, and then click to select the **Agency of the strike team**
- click the **Configuration** drop-down arrow, and then click to select **C**
- complete the **Check-in Date** and **Check-in Time**.
- in the **Num Personnel** box, type the total number of **crew team members**

9 Complete the following information as required or appropriate

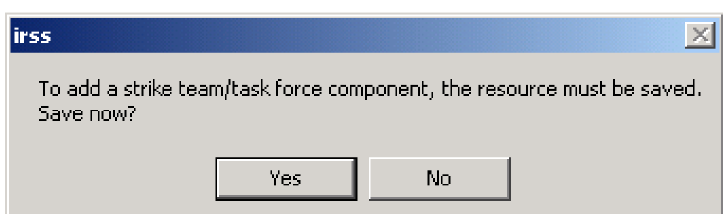
- Unit ID
- Demob City
- Demob State
- Jetport
- Travel Method

10 Click the **Kind/Position** drop-down arrow, and then click to select the **crew type** for the strike team.

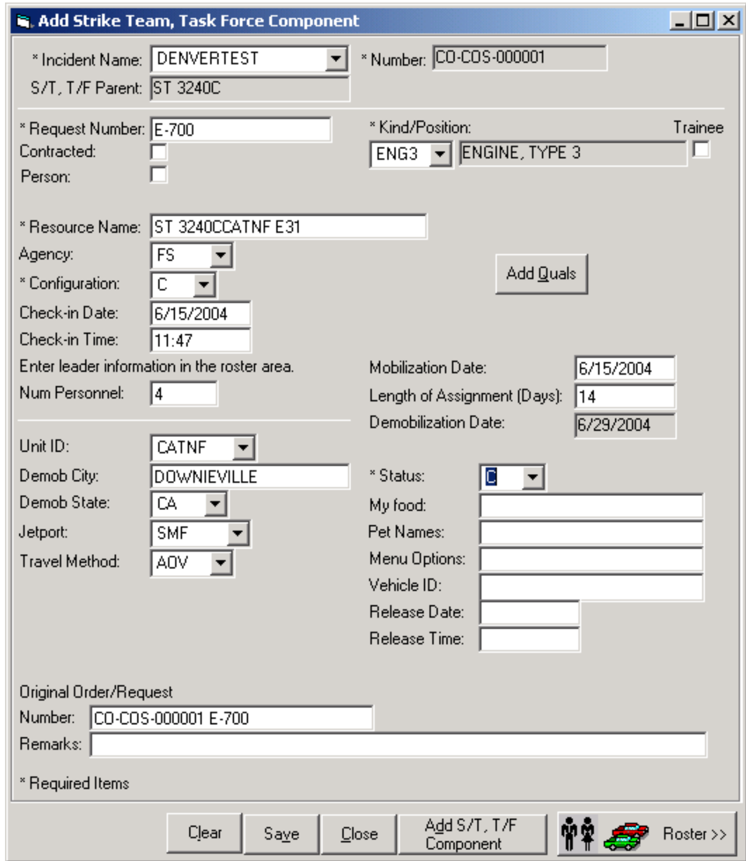
11 Complete the following information as required or appropriate

- Mobilization Date
- Lenght of Assignment (Days)
- Status
- My food
- Pet Names
- Menu Options
- Vehicle ID
- Release Date
- Release Time.

The following diagram shows the irss dialog box.



The following diagram shows a completed Add Strike Team, Task Force Component dialog box. Here, a Type 3 engine crew of 4 members is being added.



To roster crew team members on the strike team

12 Click the **Roster** button.

13 On the **irss** dialog box, click the **Yes** button.

14 In the **Roster** section of the **Add Strike Team, Task Force Component** screen, complete the following boxes, pressing TAB after each entry

- Request Num
- Leader
- Last name
- First Name
- Kind
- Status.

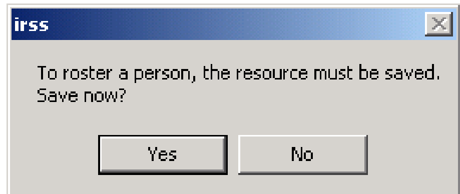
After adding the last crew member, be sure to press TAB to advance the cursor to the next available blank row. Otherwise, you will not save that last entry!

---

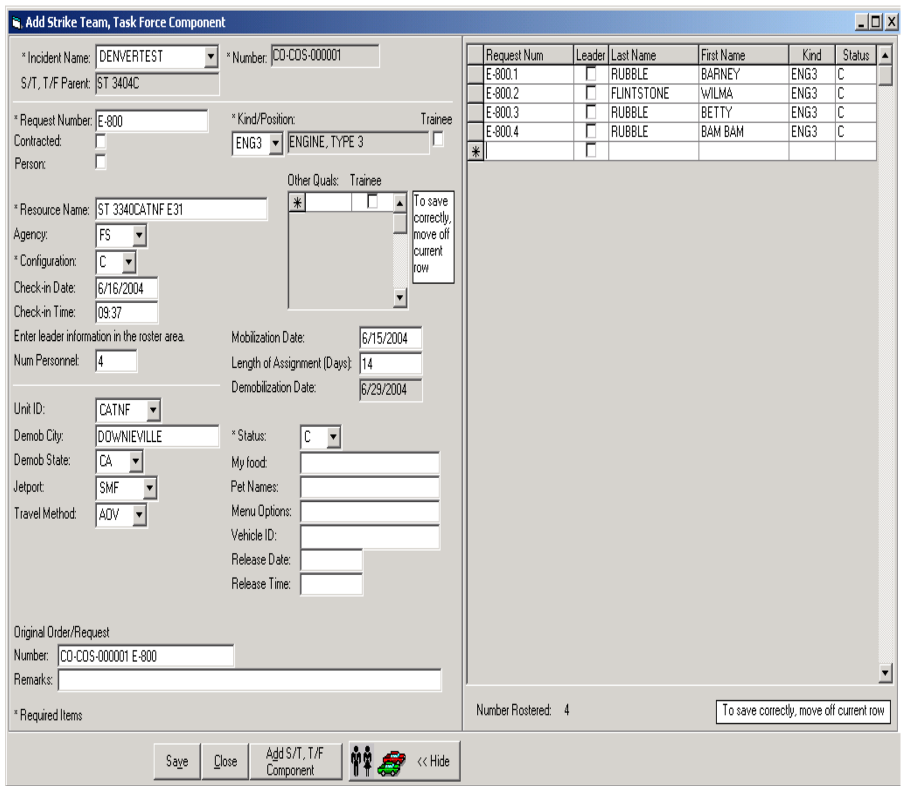
15 When finished rostering that crew, click the **Add S/T, T/F Component** button.

16 Add additional crews and crew members to the strike team as appropriate.

The following diagram shows the irss dialog box for saving the crew before rostering members.



The following diagram shows a completed Roster for a strike team crew. Here, a Type 3 engine crew of 4 members is added.



To add the strike team leader

17 On the **Add Strike Team, Task Force Component** dialog box, complete the following information

- click to select the **Person** check box
- in the **Last Name** box, type the **Last Name** of the strike team leader
- in the **First Name** box, type the **First Name** of the strike team leader
- click the **Agency** drop-down arrow, and then click to select the **Agency of the strike team**
- click the **Configuration** drop-down arrow, and then click to select **C**
- complete the **Check-in Date** and **Check-in Time**.

18 Complete the following information as required or appropriate

- Unit ID
- Demob City
- Demob State
- Jetport
- Travel Method

19 Click the **Kind/Position** drop-down arrow, and then click to select **STEN** to designate the strike team leader.

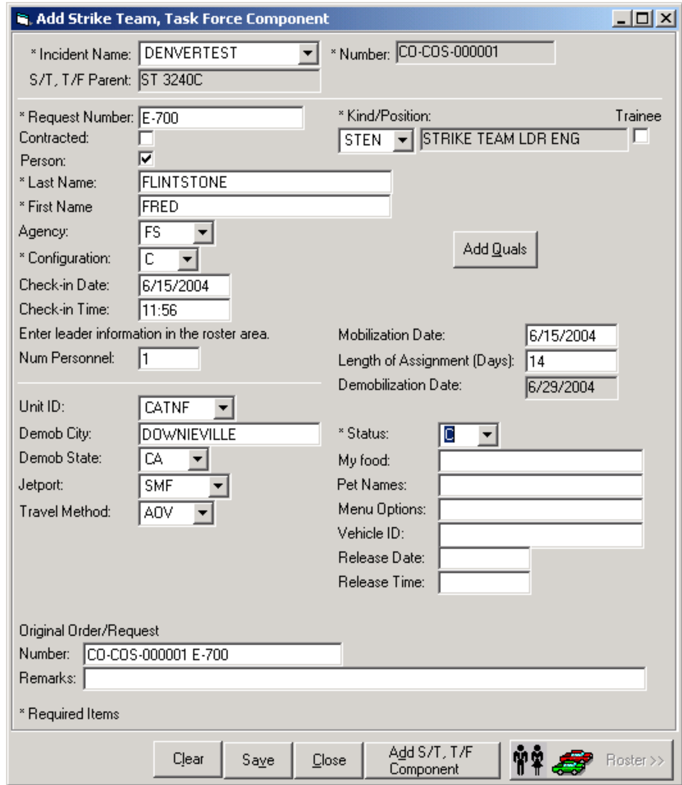
20 Complete the following information as required or appropriate

- Mobilization Date
- Lenght of Assignment (Days)
- Status
- My food
- Pet Names
- Menu Options
- Vehicle ID
- Release Date
- Release Time.

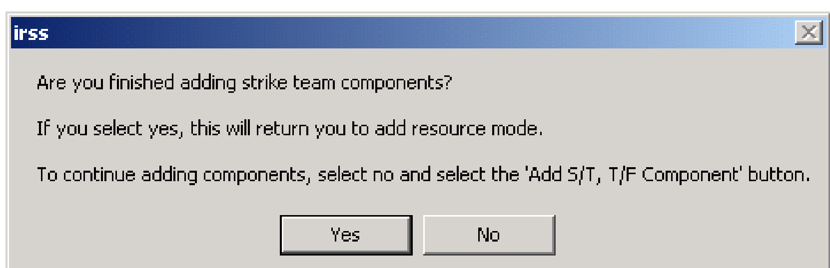
21 When finished adding all strike team crews, crew members, and the strike team leader, click the **Save** button.

22 On the **irss** dialog box, click **Yes**.

The following diagram shows the strike team leader being added to the strike team.



The following diagram shows the irss dialog box. Here, you can click Yes to finished or click No to continue adding additional strike team components.



To create a strike team resource - example 2

1 On the **IRSS** task bar, click the **Add Resource** icon.

2 Complete the **Add Resource** dialog box as appropriate, and then click the **Save** button.

3 On the **Edit** menu, click **Strike Teams/Task Forces**.

4 On the **Edit Strike Team/Task Forces** dialog box, click the **Select a Strike Team or Task Force** drop-down arrow, and then click to select the **Strike Team** you created in step 2.

5 Under **Resource List**, click the **Equipment** button, click the **Kind** drop-down arrow, and then click to select the **Equipment** for that Strike Team**.**

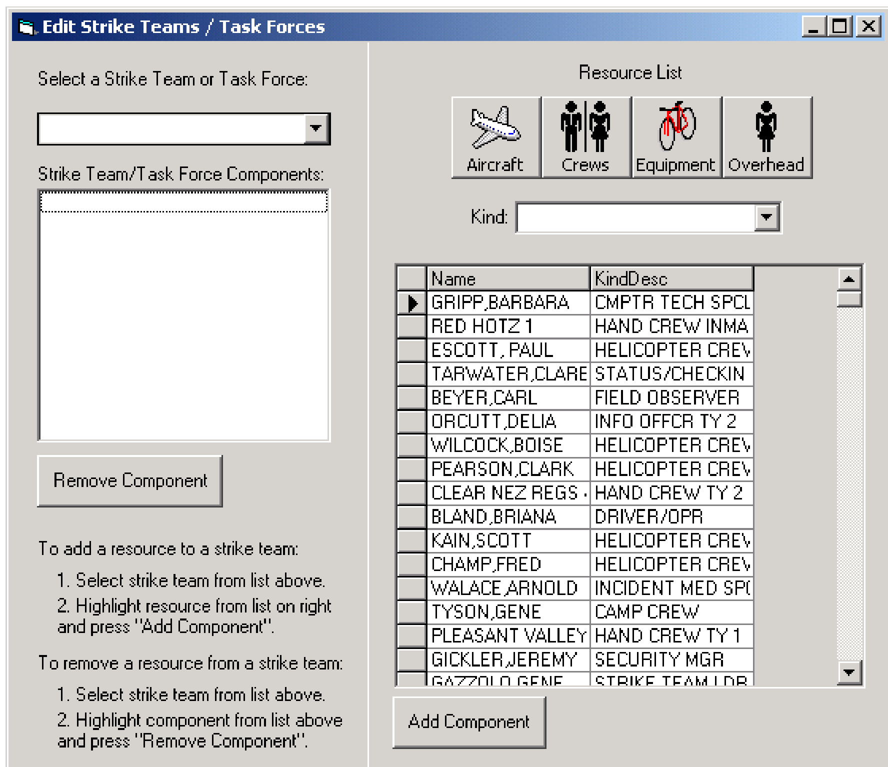
6 Click to select the **Equipment** of your choice, and then click the **Add Component** button.

7 Click the **Overhead** button, click the **Kind** drop-down arrow, and then click to select the **Overhead** of your choice for that **Strike Team**.

8 Click to select the **Overhead** of your choice, and then click the **Add Component** button.

9 When finished adding all components for the strike team, click the **Close** button.

The following diagram shows the Edit Strike Team/Task Forces dialog box.



To edit a resource

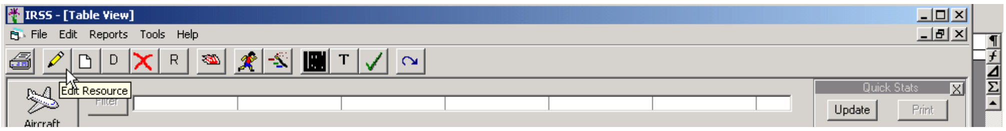
1 Click to **highlight** a **resource** of your choice.

2 On the **IRSS** task bar, click the **Edit Resource** icon.

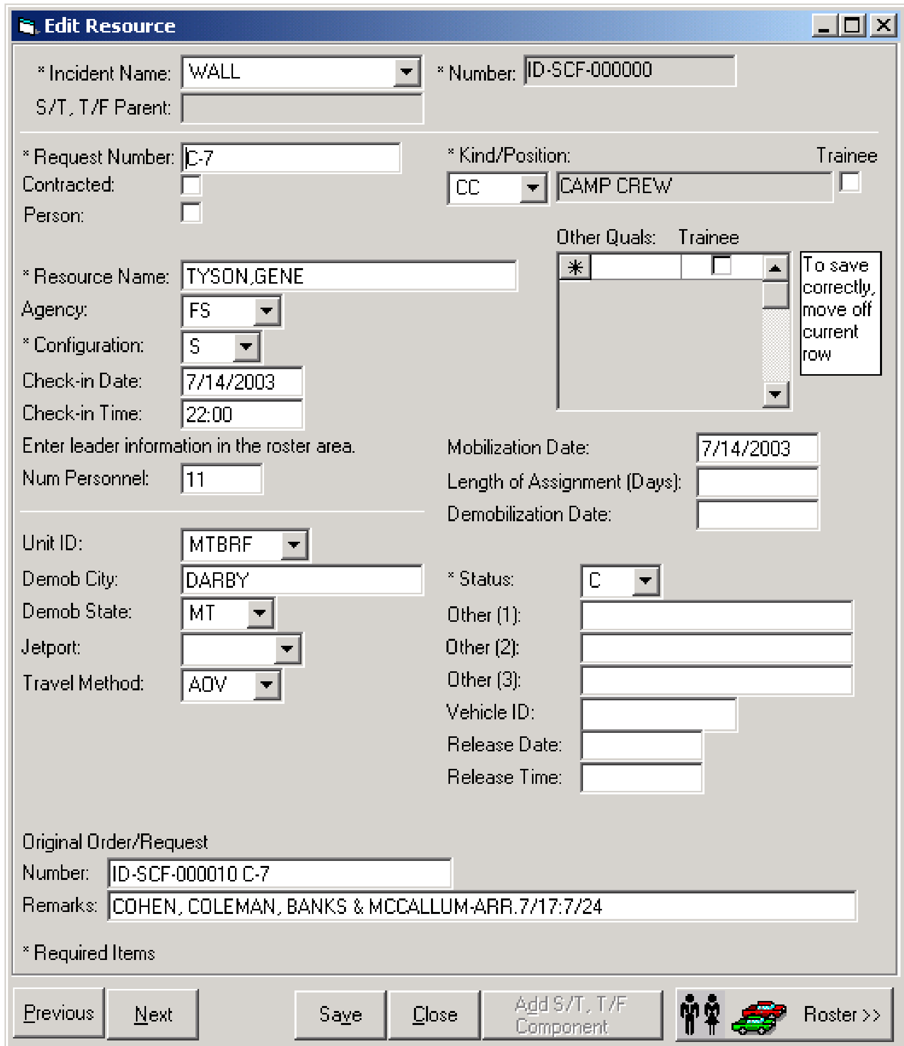
3 On the **Edit Resource** dialog box, edit the data as appropriate.

4 When finished making your changes, click the **Save** button.

The following diagram shows the location of the Edit Resource icon.



The following diagram shows the Edit Resource dialog box.



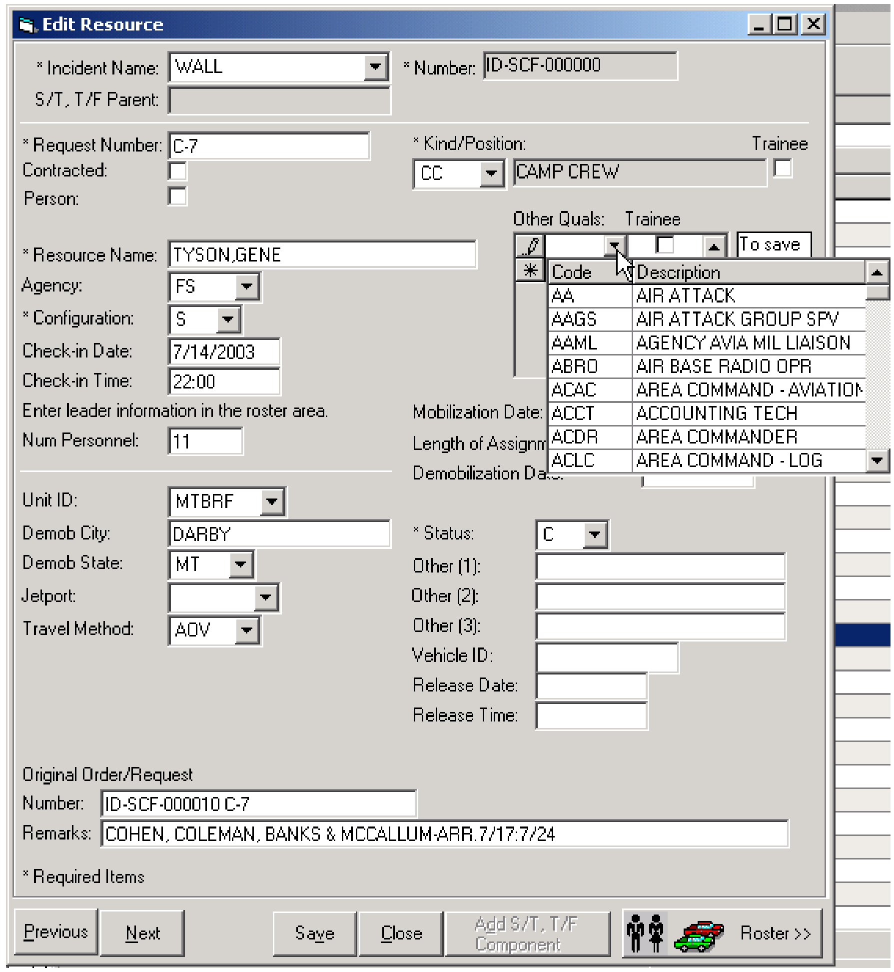
To add qualifications to a resource

1. Click to highlight a **resource** of your choice.
2. On the **IRSS** task bar, click the **Edit Resource** icon.
3. On the **Edit Resources** dialog box under **Other Quals**, click the box, and then click the drop-down arrow to select the **Code/Description** of your choice.
4. To designate the qualification as trainee acceptable, click the **Trainee** check box.

5 Edit the remaining data as appropriate.

6 Click the **Save** button.

The following diagram shows the Other Quals drop-down arrow on the Edit Resources dialog box.



To demobilize a resource

1 Click to highlight a **resource** of your choice.

2 On the **IRSS** task bar, click the **Edit Resource** icon.

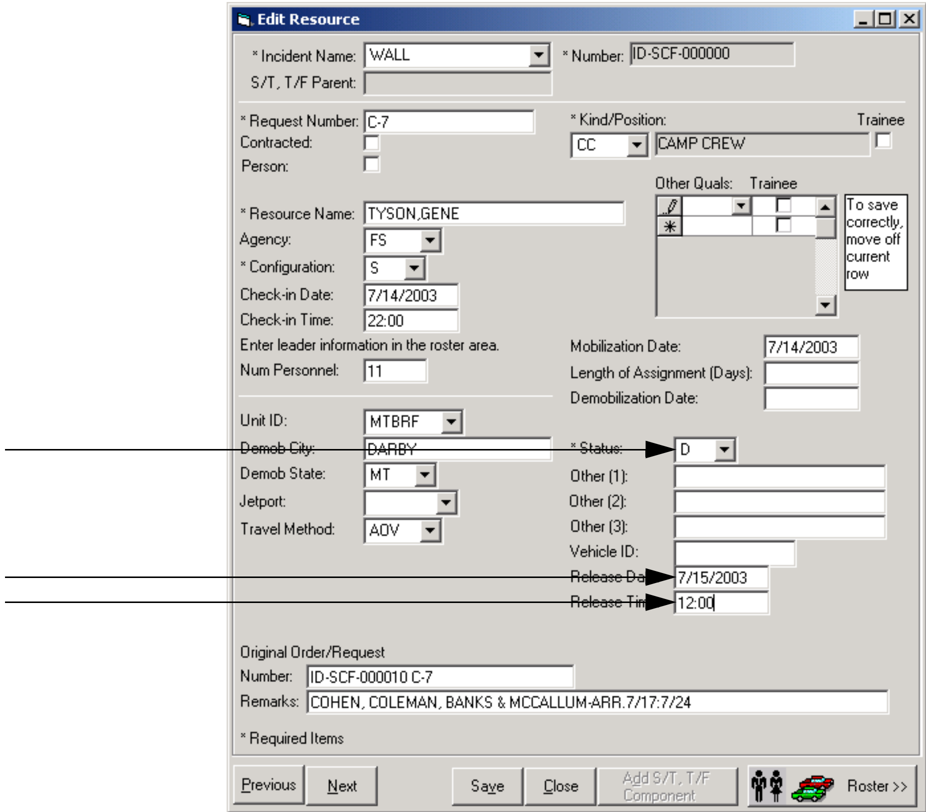
3 Click the **Status** drop-down arrow, and then click to select **D** to demob the resource.

4 Complete the following information

- Release Date
- Release Time.

5 Click the **Save** button.

The following diagram shows the Edit Resource dialog box. The arrows point to the Status, Release Date, and Release Time boxes.



To delete a resource

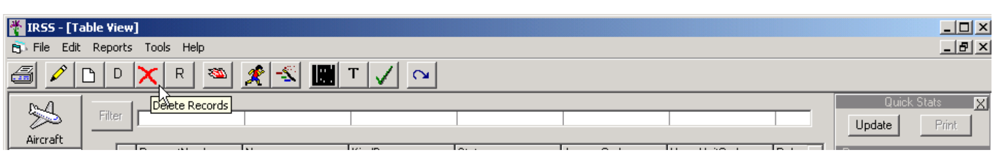
1 Click to **highlight** a **resource** of your choice.

2 On the **IRSS** menu bar, click the **Delete Records** button.

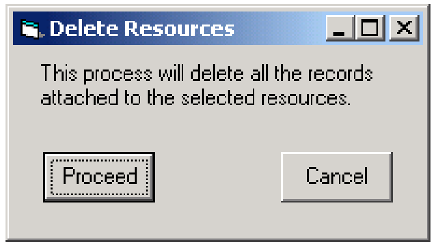
3 On the **Delete Resources** dialog box, click the **Proceed** button.

4 On the **ISuite Warning** dialog box, click **Yes** to confirm or click **No** to cancel.

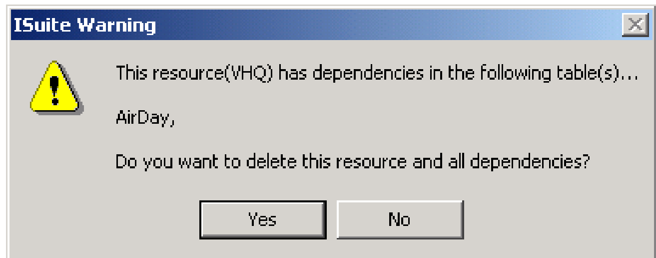
The following diagram shows the location of the Delete Records button on the IRSS menu bar.



The following diagram shows the Delete Resources dialog box.



The following diagram shows the ISuite Warning dialog box.



Working with databases, T-card labels, and Checkout Forms

The IRSS File menu allows you to perform the following functions:

- **Open and close a specific IRSS database.** You can have only one database open at a time. When you open a database, the previous one is automatically closed.
- **Select a printer and printer options**.
- **Print a T-Card label**. T-Card labels identify individual resource information. These labels are put on T-Cards, which replaces the hand-written header information.
- **Print a Checkout Form**. The Checkout Form keeps track of an individual resource that demobs from an incident before actual demob has started for the incident. This allows you to print out one checkout form without running the checkout form report.

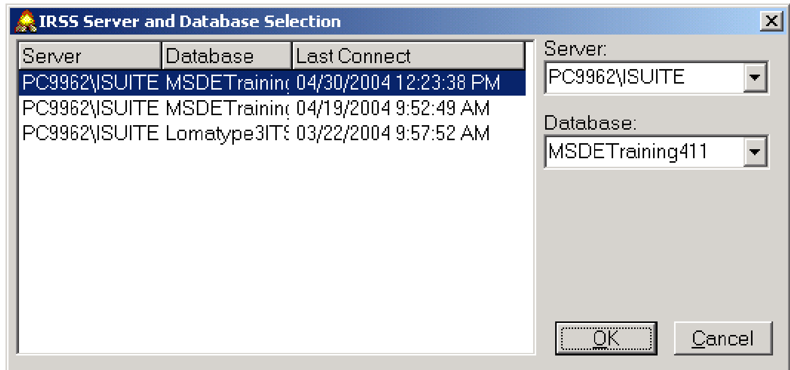
To open another IRSS database

If the database you want to open does not appear on the IRSS Server and Database Selection dialog box, you must use the AdminTool. For more information see, "Managing your incident databases," in the "I-Suite Administrator's Guide."

1. On the **File** menu, click **Open Database**.
2. On the **IRSS Server and Database Selection** dialog box, click the **server** drop-down arrow, and then click to select the **Server** of your choice.

3 Click the **Database** drop-down arrow, click to select the **Database** of your choice, and then click the **OK** button.

The following diagram shows the IRSS Server and Database Selection dialog box.



To close the current database

- On the **File** menu, click **Close Database**.

To print T-Card labels

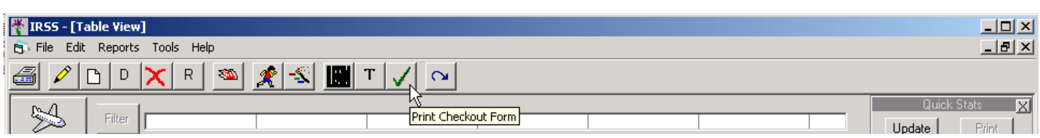
- On the **IRSS** task bar, click the **Print T-Card Labels** icon.

The following diagram shows the location of the Print T-Card Labels icon.

To print a Checkout Form

1 On the **IRSS** task bar, click the **Print Checkout Form** icon.

The following diagram shows the location of the Print Checkout Form icon.



Working with Index Lists and table views

The Tools menu allows you to modify Index Lists and customize the layout of your IRSS windows and screens.

Modifying Index lists can negatively impact other I-Suite programs and adversely affect your reports. Change an index list only after you have followed appropriate agency channels and have obtained proper approval.

To add a new code to an Index List

1 On the **Tools** menu, click **Index Lists**.

2 On the **Index Lists** dialog box under **Select Index List**, click to select the **Index List** of your choice.

3 Scroll to the bottom of the table, and then click in the first available blank row, in the cell to the right of the ✳.

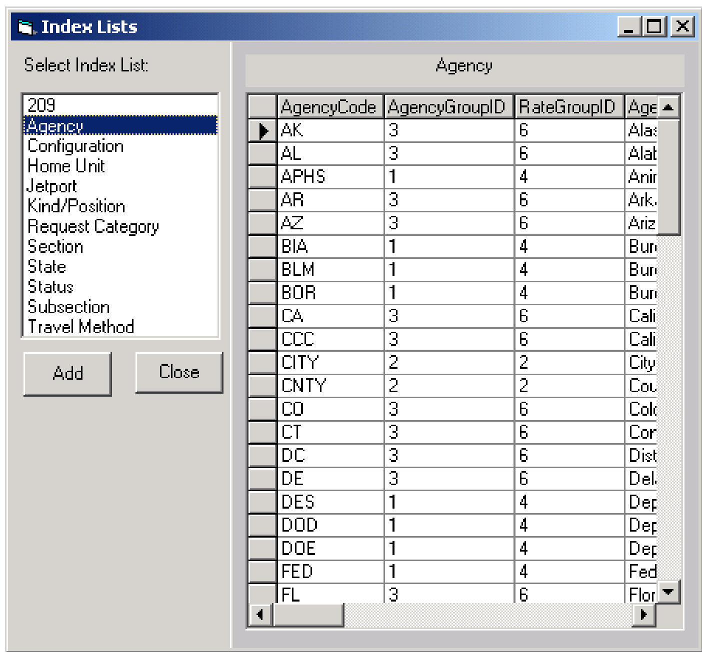
4 Type the new data as appropriate for that Index List.

5 To save your entries, press TAB to advance the cursor to the next available blank row.

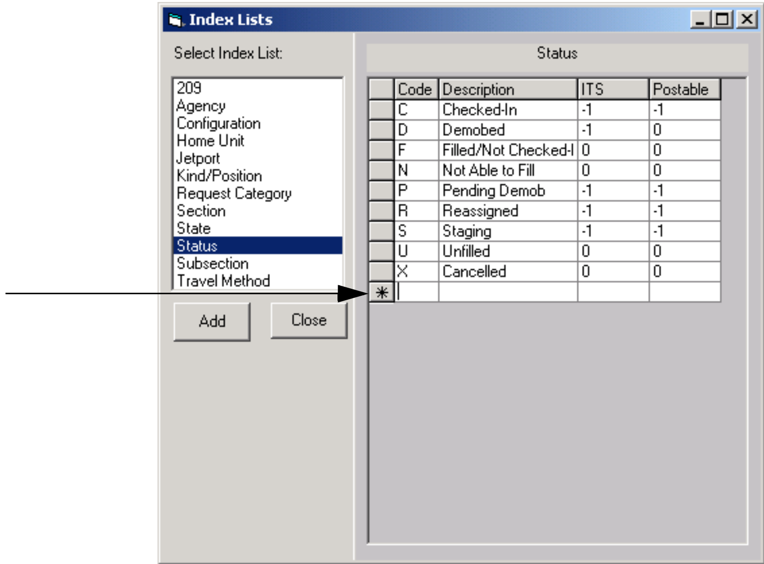
You must advance the cursor to the next available blank row or your entry will not be saved!

6 When finished, click the **Close** button.

The following diagram shows the Index Lists dialog box. In this example, the Index List for agency is selected



The following diagram shows the Index List for Status. The arrow points to the first available blank row.



Working with the Options dialog box

The Options dialog box lists five tabs that allow you to set parameters and define what is available to you in many IRSS screens. These tabs include:

- **General**. Change Other Column Titles, change the Table View to display only a certain set of records, add additional Kinds for QuickStats.
- **Labels**. Print barcode and T-card labe.s
- **Active Fields**. Display new field names on your screen.
- **Field Sizes**.Change the size of fields on your screen.
- **Checkout Form**. Customize the Checkout Form.

To change Other Column Titles

Changing Other Column Titles will reflect on the Add Resource/Edit Resource forms. Column titles in the table view, Report Design field names, and report titles are not affected and remain as "Other 1," "Other 2," and "Other 3."

For more information about changing report titles, see "Working with Custom reports," in the section, "Running and printing reports," later in this IRSS User's Guide.

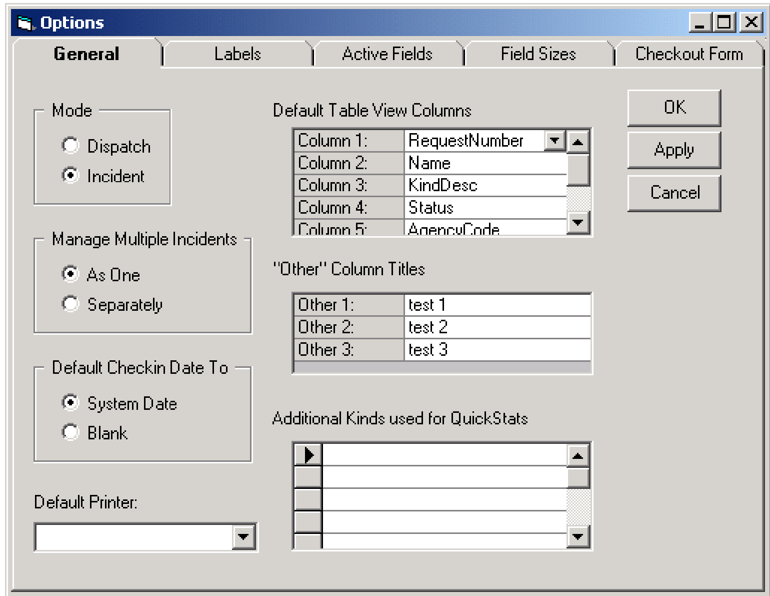
1 On the **Tools** menu, click **Options**.

2 On the **General** tab under **Other Column Titles**, type to replace the existing text in the following boxes with the **Titles** of your choice

- Other 1
- Other 2
- Other 3.

3 When finished, click the **Apply** button and then click the **OK** button.

The following diagram shows the General tab on the Options dialog box.



To change the Table View

Use caution when changing your default table view columns.

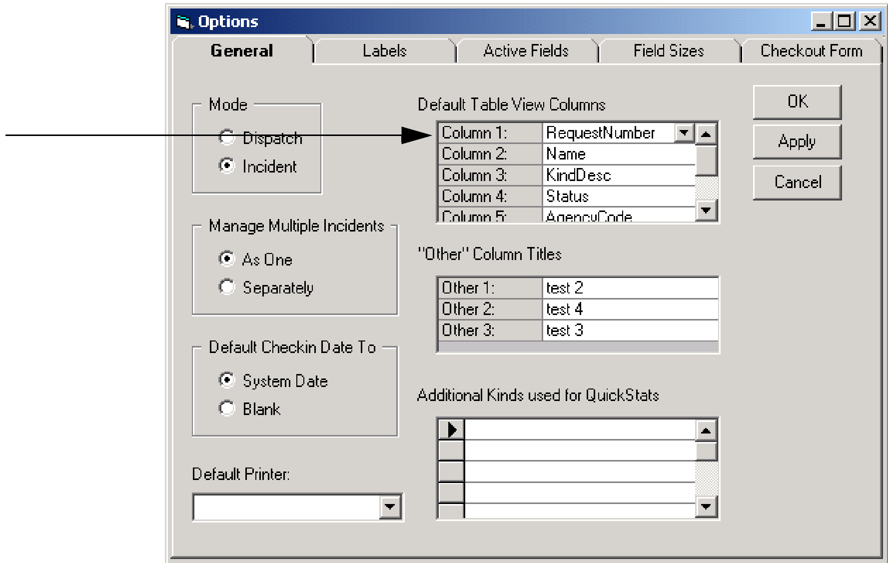
1 On the **Tools** menu, click **Options**.

2 On the **General** tab under **Default Table View Columns**, click to select the box of your choice, and then click the drop-down arrow to select the **Title** of your choice for the following boxes

- Column 1
- Column 2
- Column 3
- Column 4
- Column 5
- Column 6
- Column 7.

3 When finished, click the **Apply** button and then click the **OK** button.

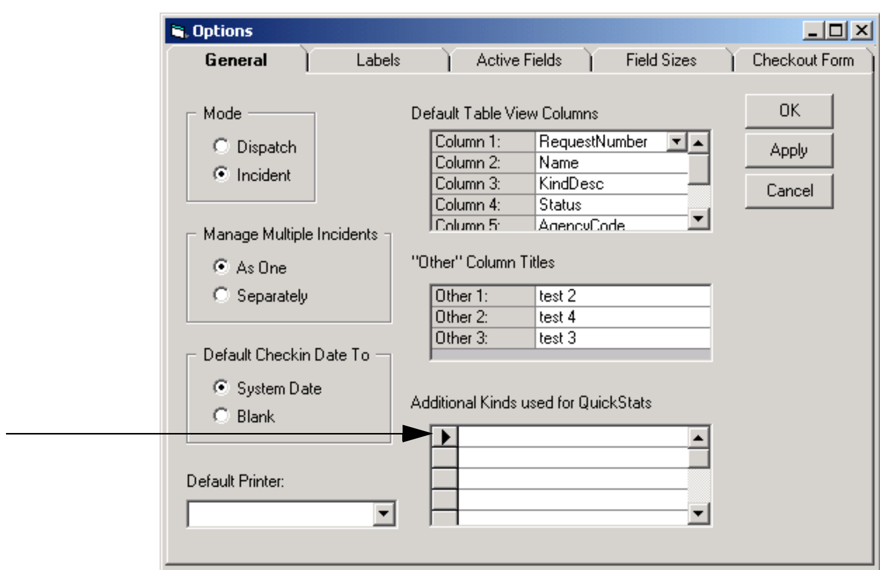
The following diagram shows the General tab on the Options dialog box. The arrow points to the Default Table View Columns.



To add additional Kinds for Quick Stats

1. On the **Tools** menu, click **Options**.
2. On the **General** tab under **Additional Kinds used for QuickStats**, click to select the first box, and then click the drop-down arrow to select the **Kind** of your choice.
3. Add additional **Kinds** as appropriate.
4. When finished, click the **Apply** button and then click the **OK** button.

The following diagram shows the General tab on the Options dialog box. The arrow points to the Additional Kinds used for QuickStats columns.



To change field sizes

1 On the **Tools** menu, click **Options**.

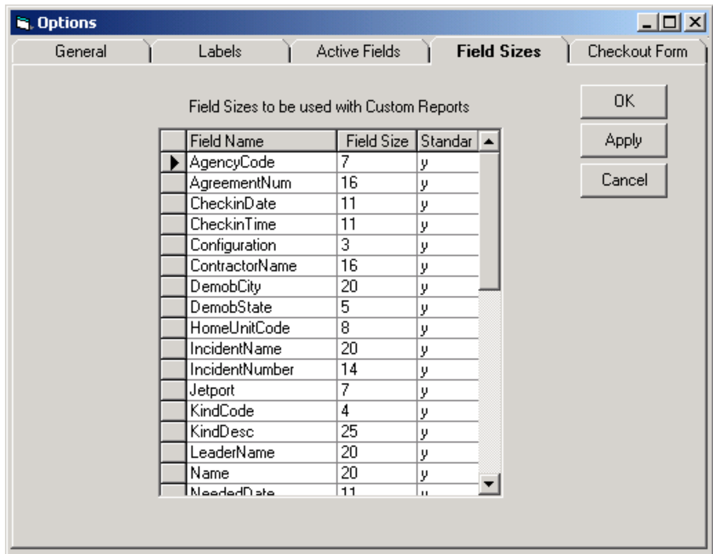
2 On the **Options** dialog box, click the **Field Sizes** tab.

3 On the **Field Sizes** tab under **Field Sizes to be used for Custom Reports** click the **Field Size** box for the corresponding **Field Name** that you want to change, and then type to replace the existing **Field Size** with the new **Field Size** number.

4 Change additional **Field Sizes** as appropriate.

5 When finished, click the **Apply** button and then click the **OK** button.

The following diagram shows the Field Sizes tab on the Options dialog box.



To display a new field name

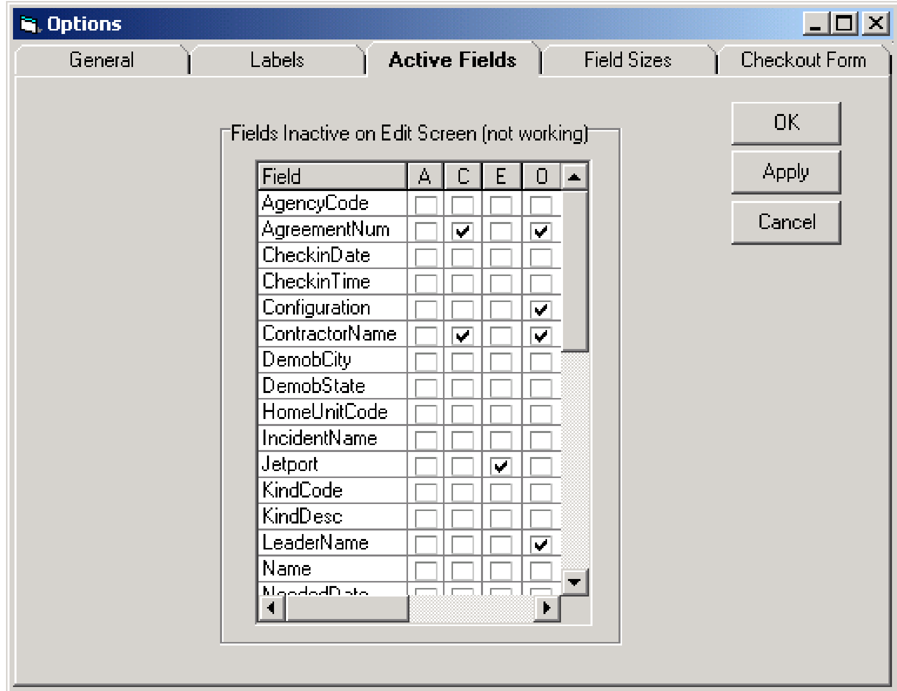
1 On the **Tools** menu, click **Options**.

2 On the **Options** dialog box, click the **Active Fields** tab.

3 For each **Field** and for each **resource type (A, C, E, O)**, click to select or click to clear the appropriate check boxes of your choice.

4 When finished, click the **Apply** button, and then click the **OK** button.

The following diagram shows the Active Fields tab on the Options dialog box.

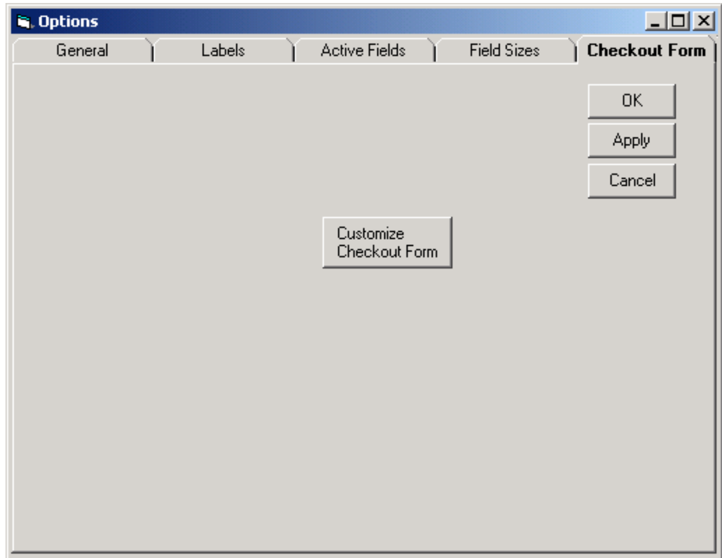


To customize a Checkout Form

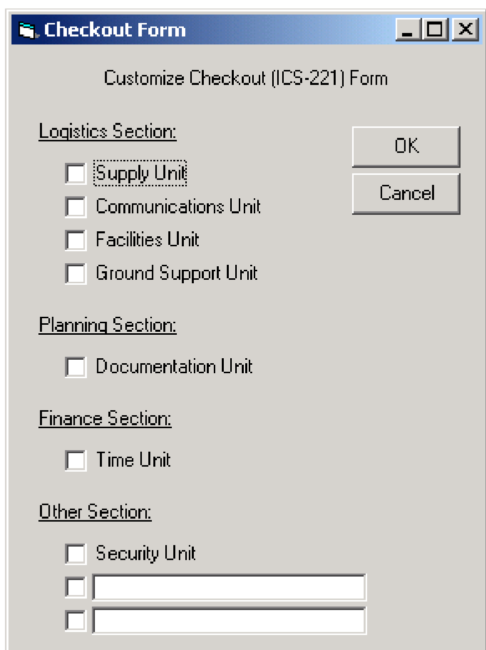
1. On the **Tools** menu, click **Options**.
2. On the **Options** dialog box, click the **Checkout Form** tab, and then click the **Customize Checkout Form** button.
3. On the **Checkout Form** dialog box under **Logistics Section**, click to select one or more of the check boxes of your choice
   - Supply Unit
   - Communications Unit
   - Facilities Unit
   - Ground Support Unit.
4. Under **Planning Section**, click to select the **Documentation Unit** check box, as appropriate.
5. Under **Finance Section**, click to select the **Time Unit** check box, as appropriate.
6. Under **Other Section**, click to select the **Security Unit** check box, as appropriate, and then complete the following fields as appropriate
   - To add an additional **unit** in the **Other Section**, click to select the check box, and then type the **unit name** of your choice in the text box.
   - Complete the second check box and **unit name** as appropriate.

7 When finished, click the **OK** button on the **Checkout Form** dialog box, click the **Apply** button and then click **OK** on the **Options** dialog box.

The following diagram shows the Checkout Form tab on the Options dialog box.



The following diagram shows the Checkout Form dialog box.



Running and printing reports

The Reports menu allows you to run and print standard reports and to create custom reports. Topics in this section include:

- Understanding queries, wildcards, and date ranges
- Working with standard reports
- Working with custom reports.

Understanding queries, wildcards, and date ranges

This section briefly introduces how to efficiently create queries, use wildcards, and specifying a range of dates when running standard and custom reports. Remember these key points:

- When developing an SQL query and where clauses, type the statements into a word processor such as Notepad or MS Word, and then copy and paste it into the dialog box.
- Type your keywords in uppercase.
- Separate each condition of the where clause with a new line to give visual structure to the SQL statement.
- A wildcard allows you to retrieve records that include the string of characters you specify. In IRSS, this wildcard is the "%" (percent sign).

Working with standard reports

This section explains how to select and sort available fields to produce standard reports, and how to create a custom "where" clause in SQL.

To run and print a standard report

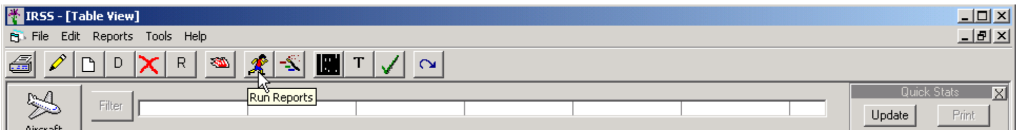
1. On the **Reports** menu, click **Run Reports**, or click the **Run Reports** icon.
2. On the **Run Reports** dialog box under **Incident Reports**, click to select one of the following
   - Aircraft Report
   - Crew Report
   - Equipment Report
   - Overhead Report
   - 209 Resource List
   - Checkout Form
   - Daily Cost Estimate
   - Demob Planning Report
   - R&R Report
   - Qualifications Report
   - Section Report
   - Unfilled Orders Report.

3 For the **Incident Report** you selected in step 2, complete the **Report Parameters** as appropriate.

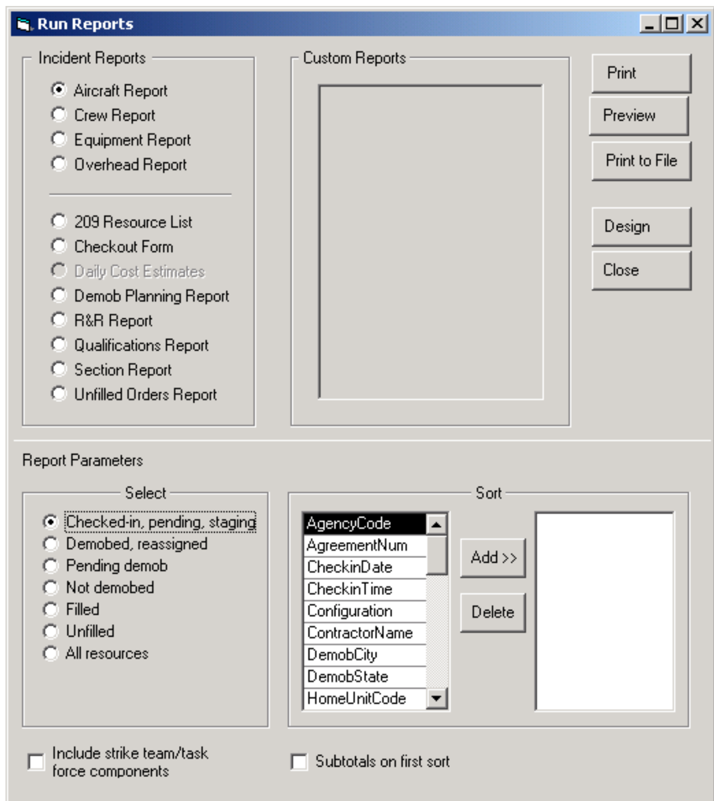
4 To preview the report, click the **Preview** button, and then click the **Print Report** button.

5 To print the report without previewing, click the **Print** button, and then click **OK** on the **Print** dialog box.

The following diagram shows the location of the Run Reports icon.



The following diagram shows the Run Reports dialog box.



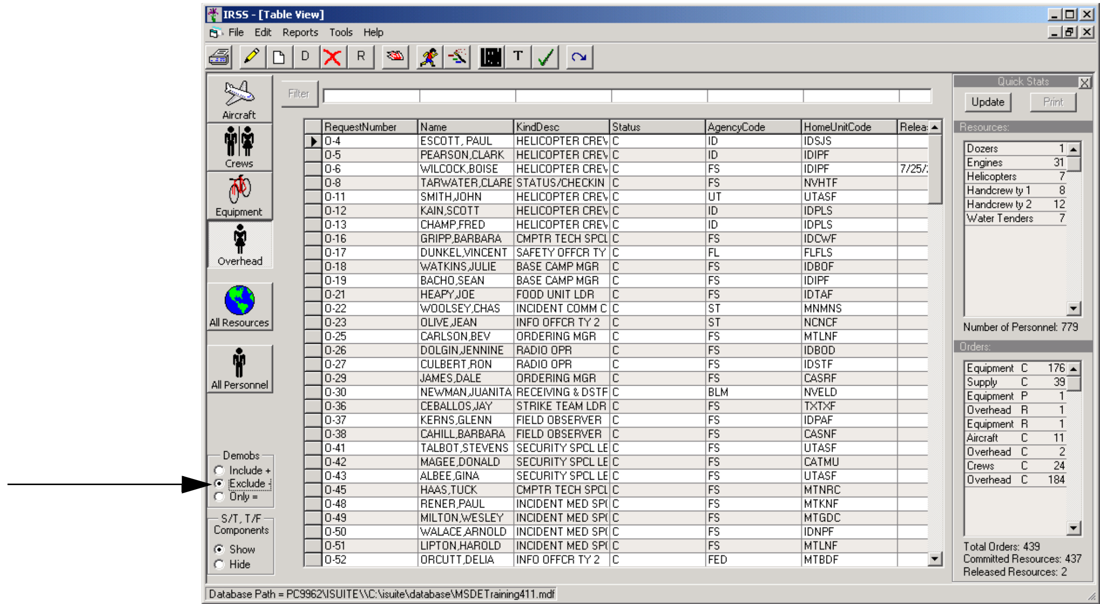
To display all overhead resources not demobed from Nevada - an example

1 Click the **Overhead** button.

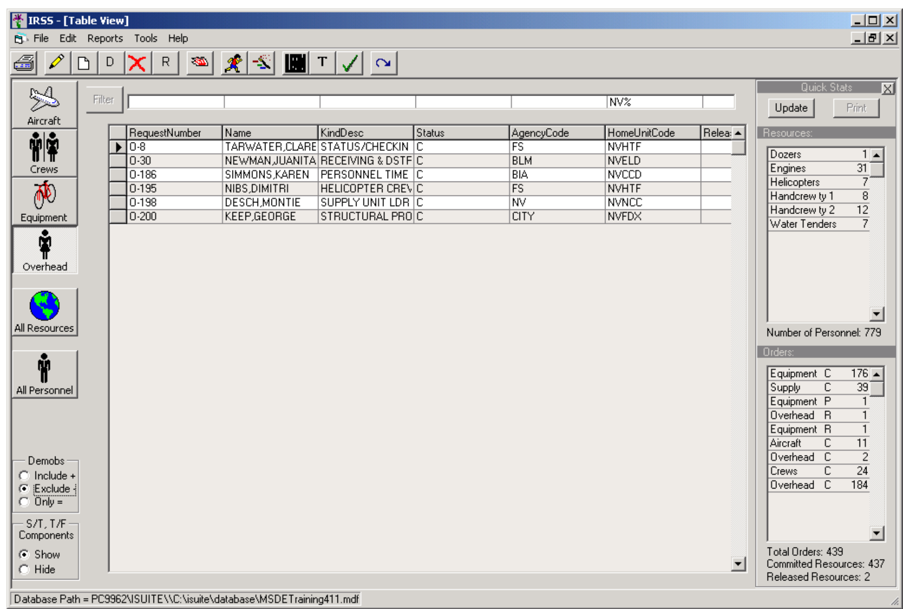
2 Under **Demobs**, click to select **Exclude**.

3 On the filter bar, click in the **HomeUnitCode** box, type **NV%**, and then click the **Filter** button.

The following diagram shows the table view of overhead resources. The arrow points to the Exclude option.



The following diagram shows the resulting filtered record.



To print a filtered record

You can copy and paste the filtered record into most any word processing or graphics software.

1 Obtain the filtered record of your choice.

2 On your keyboard, press ALT + PRINT SCREEN.

3 Open the word processing or graphics software package of your choice, and then create a new document.

4 Press CTRL +V.

5 On the **File** menu, click **Print**.

To design, save, and print a report

1 On the **Reports** menu, click **Design Reports**.

2 On the **Design Reports** dialog box on the **Design Regular** tab, type the **name of the report** in the **Title** box.

3 Under **Fields**, click to select the following **Fields** of your choice, in order in which you want to sort.

4 If appropriate, type a valid **SELECT**....**WHERE** statement in the **Select** box.

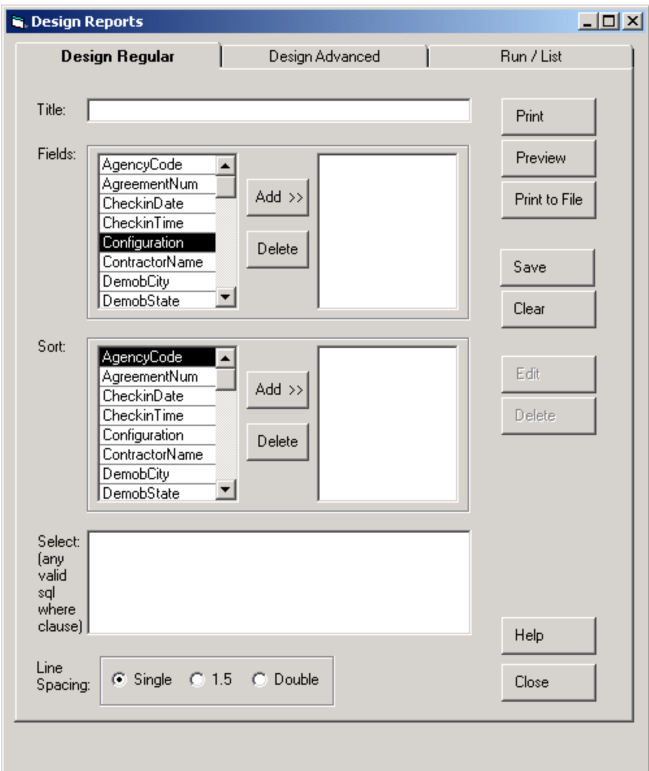
5 Under **Line Spacing**, click to select on of the following

- Single
- 1.5
- Double.

6 To preview the report, click the **Preview** button, and then click the **Print Report** icon.

7 To save your report, click the **Save** button.

The following diagram show the Design Reports dialog box.

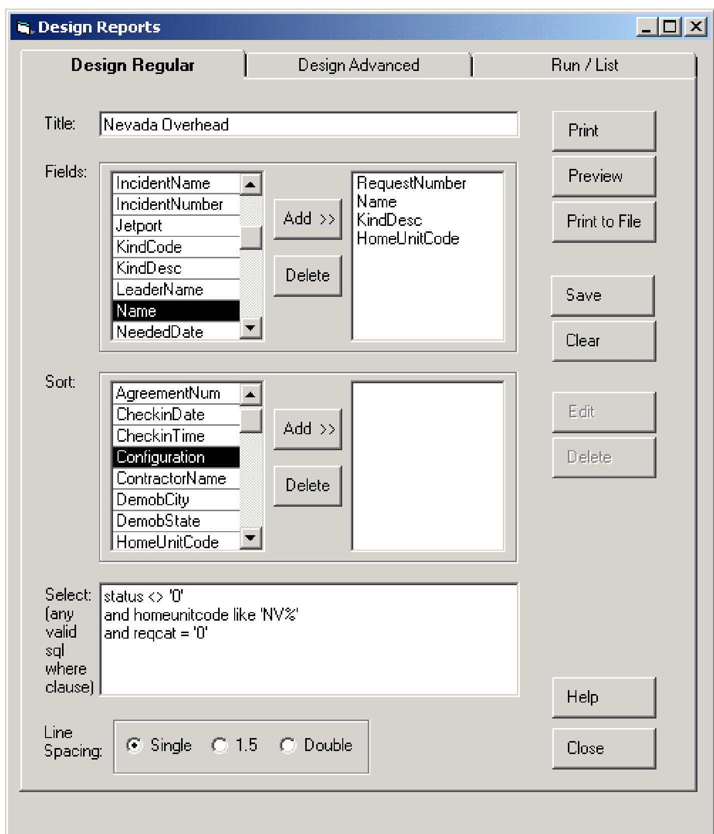


To design a regular report using a where clause - an example

1. On the **Reports** menu, click **Design Reports**.
2. On the **Design Reports** dialog box on the **Design Regular** tab, type the **name of the report** in the **Title** box.
3. Under **Fields**, click to select the following **Fields**, in the following order
   - RequestNumber
   - Name
   - KindDesc
   - HomeUnitCode.
4. In the **Select** box, type the following WHERE clause

   status <> '0'
   and homeunitcode like 'NV%'
   and reqcat = '0'
5. To preview the report, click the **Preview** button.
6. To save the report, click the **Save** button.

The following diagram shows the resulting Design Regular tab on the Design Reports dialog box.



Working with custom reports

This section explains how to select, sort, group, and order fields using SQL statements to create custom reports. Remember these key points when working with custom reports:

- **Queries**. Also known as data retrievals, search the database and fetch information you requested in the most efficient way possible.
- **SELECT**. Identifies the data.
- **FROM**. Identifies the table.
- **WHERE**. Limits the data that the **Select** statement returns.
- **BETWEEN**. Spans two specific fields, such as between two dates.
- **GROUP BY**. Organizes data into sets.
- **COUNT(*)**. Gives a summary value per set.

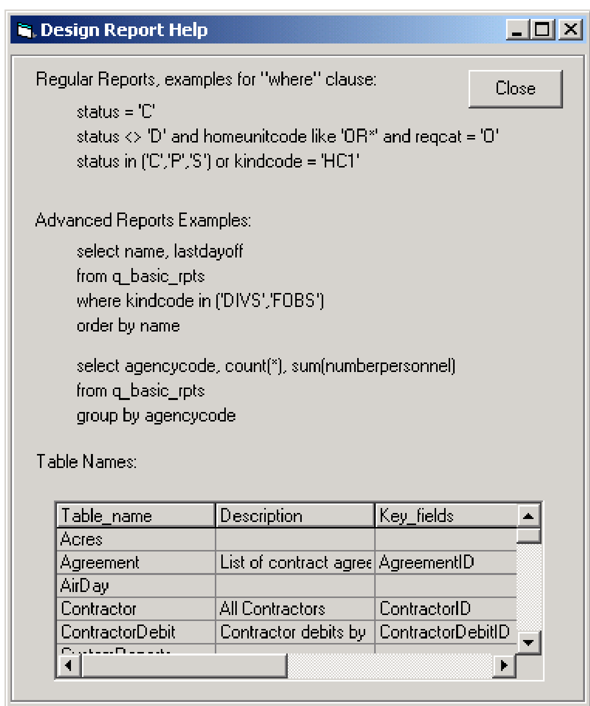
The Design Reports Help File is a valuable resource for understanding and creating correct SQL syntax.

To access the Help file for creating SQL statements

1 On the **Design Reports** dialog box, click the **Help** button.

2 When finished reviewing the information, click the **Close** button.

The following diagram shows the Design Report Help window.



To create a custom where clause and between clause for an SQL query - an example

1 On the **Reports** menu, click **Design Reports**.

2 On the **Design Reports** dialog box, click the **Design Advanced** tab.

3 In the **Title** box, type the **name of the report**.

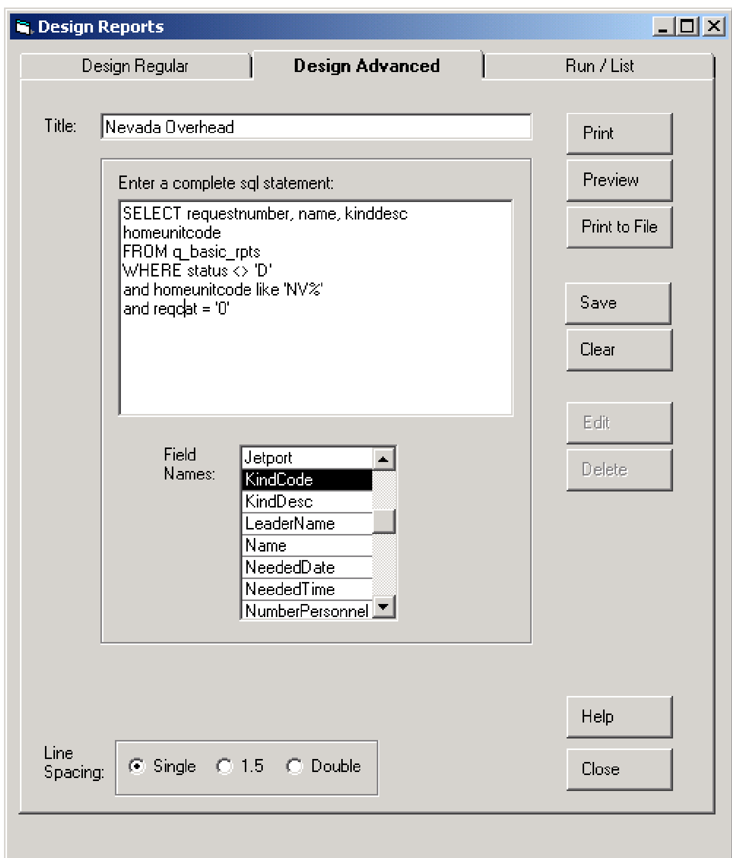
4 In the **Select** box, type the following

```
SELECT requestnumber, name, kinddesc
homeunitcode
FROM q_basic_rpts
WHERE status <> ‘D’
and Checkindate between ‘07/01/2004’ and ‘07/14/2004’
and homeunitcode like ‘NV%’
and reqcat = ‘0’
```

5 To preview the report, click the **Preview** button.

6 To save the report, click the **Save** button.

The following diagram shows the resulting Design Advanced tab on the Design Reports dialog box.



To change report titles using an SQL "AS" statement - an example

1 On the **Reports** menu, click **Design Reports**.

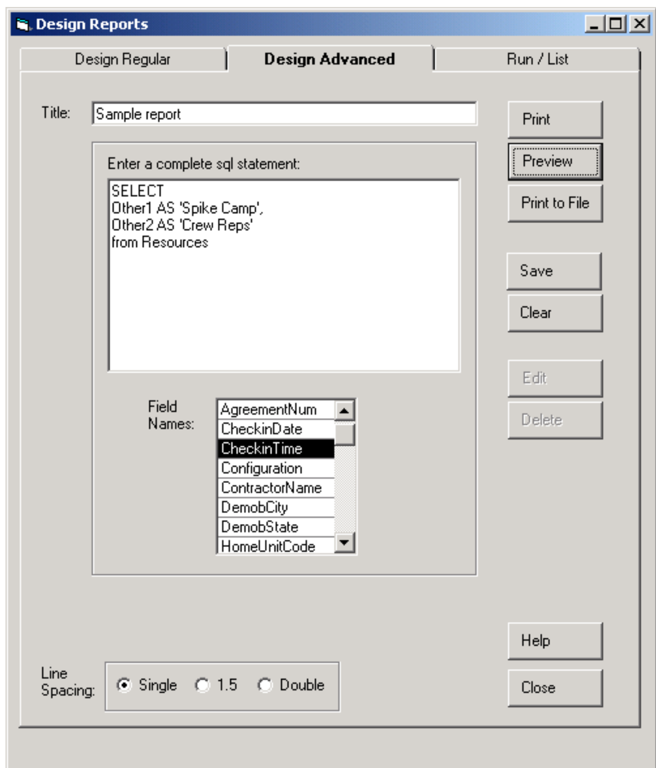
2 On the **Design Reports** dialog box, click the **Design Advanced** tab.

3 In the **Title** box, type the name of the report.

4 In the **Enter a complete sql statement** box, type the following

```
SELECT
Other1 AS 'Spike Camp',
Other2 AS 'Crew Reps'
from Resources
```

The following diagram shows the resulting Design Advanced tab on the Design Reports dialog box.



Incident Time System User's Guide

The Incident Time System (ITS) is part of the I-Suite group of software programs. ITS allows you to collect and track incident time for Federal, Casual (AD), and other personnel, and for Emergency Contracted Resourses. ITS allows you to create pay documents, the Fire Time Report (OF-288) and the Equipment Use Invoice (OF-286). By collecting accurate time data, you can generate meaningful management reports.

Topics in this guide include the following:

- About this guide
- Getting Started
- Working with incident information
- Working with personnel information
- Working with crews and members/operators
- Working with contractor and agreement data
- Working with commissary debits and additions
- Working with reports
- Performing searches for personnel or equipment
- Putting it all together.

For information about installing ITS, please refer to the "I-Suite Administrator's Guide," which is available for download on http://isuite.nwcg.gov.

About this guide

This Incident Time System User's Guide is organized into sections, based on the types of tasks you will commonly perform. At the beginning of each section you will find an overview of the topics explained. Where appropriate, diagrams are shown immediately following each task. Topics in this section include:

- Before you begin
- Conventions.

Before you begin

Before using ITS, you must be feel confident that:

- You are familiar with your personal computer and function keys and understand personal computer concepts.
- You are familiar with Windows 2000, Windows XP, or Windows NT and can log on and log off.

Conventions

The following conventions are used within this guide:

- Button names, option labels, screen names, tab names, and text box names appear in bold, in the same case as on your keyboard or screen. For example, the fist step in a procedure might instruct you to

    1 On the **Incident Data** menu, click the **Incident #** drop-down arrow, and then click to select the **Incident** of your choice.

- Topics of special interest or hints that will help you perform a specific task show a line before and after the text. The text appears in italic type. For example, the following note appears in the “Working with incident information” section

---

*While working in the **Manage All Incidents as One** mode, you must select an incident for posting each resource’s time.*

Getting Started

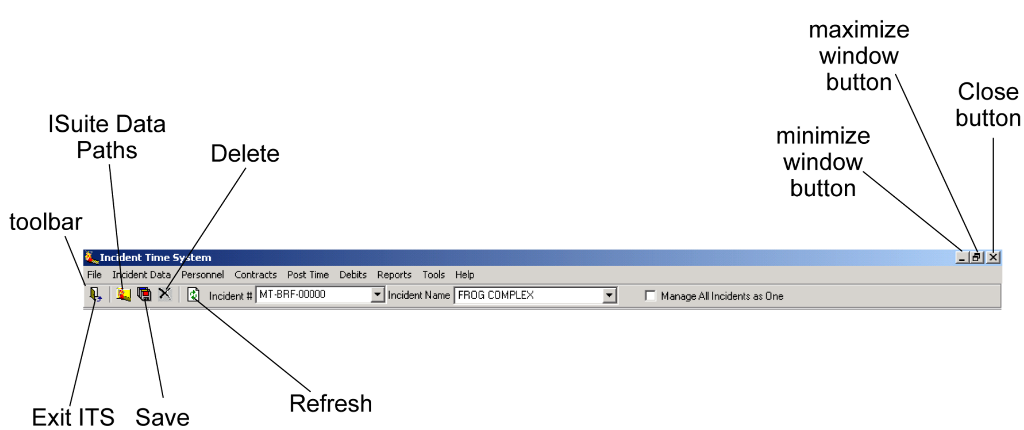
This section explains the basic concepts and information you need to begin using ITS. Topics in this section include:

- Terms and concepts
- Security
- Logging on and logging off
- Getting help
- Understanding the stand-alone and integrated environments.

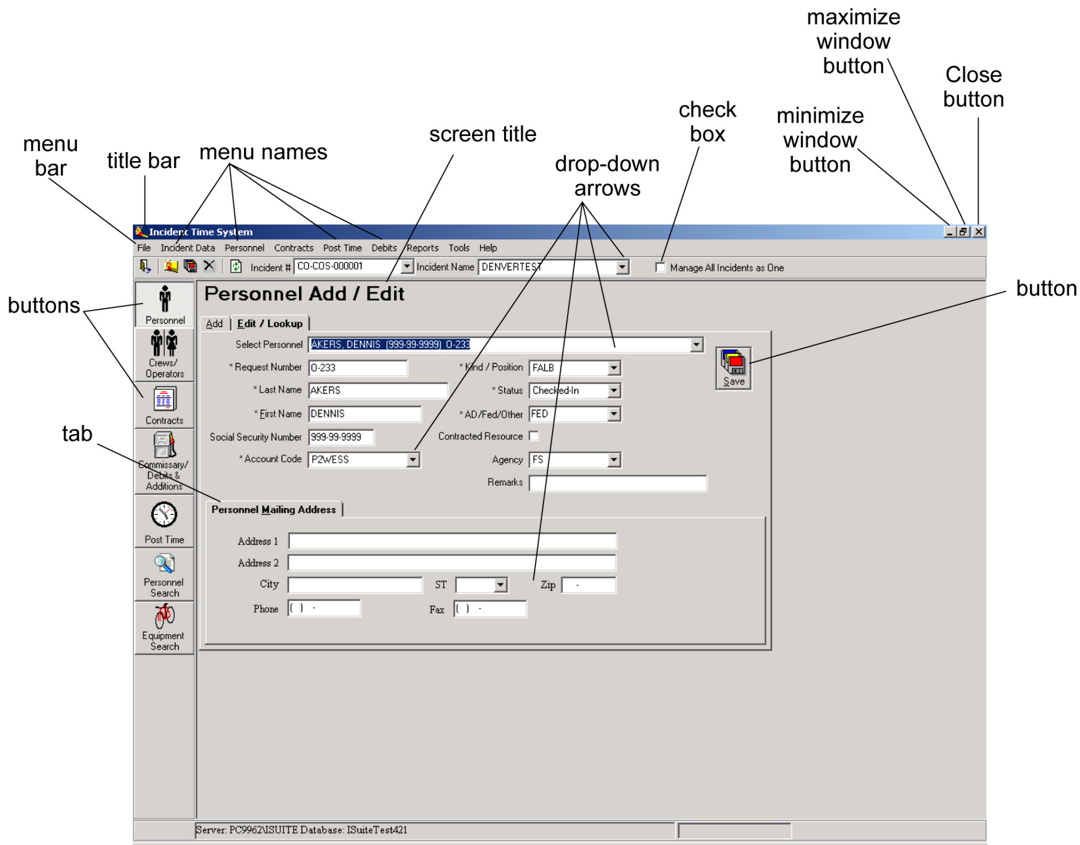
Terms and concepts

This section outlines some of the screens, toolbars, and menus that you will be using in ITS. If you aren’t already familiar with ITS or have forgotten a few things since training, review these terms and concepts before proceeding with the remaining sections in this guide.

The following diagram shows the ITS toolbar and a brief explanation of the toolbar buttons.



The following diagram shows the top portion of the ITS application and a brief explanation of the screen elements and terminology used throughout this guide.



Security

Be prudent when working with private information such as Social Security Numbers (SSNs) and IRS Federal Employer Tax ID Numbers (EINs).This information is to be kept confidential.

Your CTSP manages the ITS password, who can change it using the AdminTool that is shipped with the I-Suite software. Only under special circumstances, such as operating in a stand-alone environment, would you ever need to change your ITS password.

For more information about clearing out SSNs and EINs, see "Clearing out Social Security Numbers," in the "I-Suite Administrator's Guide. For more information about changing the ITS password, see "Managing security" in the "I-Suite Administrator's Guide," or contact your CTSP.

Logging on and logging off

This section explains how to log on and log off of ITS.

To log on to ITS

1 From your **Desktop**, double-click the **ITS** icon or click **Programs** from the **Start** menu, point to **I-Suite**, and then click **ITS**.

If you have trouble logging on to ITS, please refer to the “Handling installation problems,” in the “I-Suite Administrator’s Guide,” which is available for download on http://isuite@nwcg.gov.

To log off ITS

- On the **ITS menubar**, click **Exit ITS**, or click **Exit** on the **File** menu.

Getting help

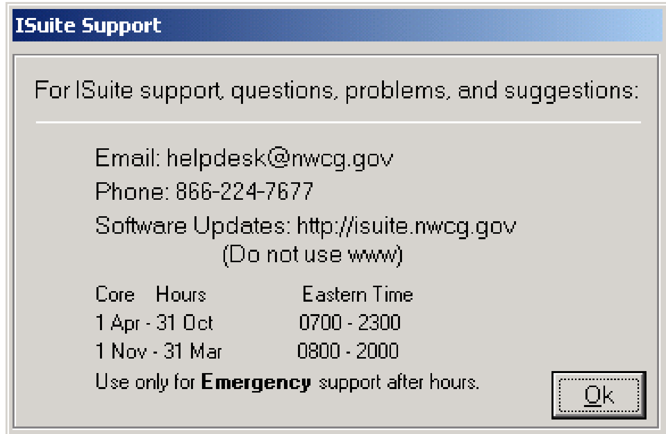
This section explains how to access and locate help information. There are three basic ways to obtain help information for ITS:

- **Access the I-Suite website.** This site contains a wide array of I-Suite information, including software downloads, updates, and user documentation.
- **Contact the I-Suite Helpdesk.** If you are unable to answer your question using the I-Suite website, contact the I-Suite Helpdesk at (866) 224-7677.
- **Review this Incident Time System User’s Guide**. This guide is available in Acrobat format. To locate topics of interest, click to select the **Bookmark** of your choice. Bookmarks are listed along the left-hand side of the Acrobat document. When you click the **Bookmark**, you will advance to that topic within the document.

To display help information within ITS

- On the **ITS** menu bar, click **Help**, and then click **Support**.

The following diagram shows the ISuite Support dialog box.



To locate help information on the I-Suite website

1 Start your Internet browser.

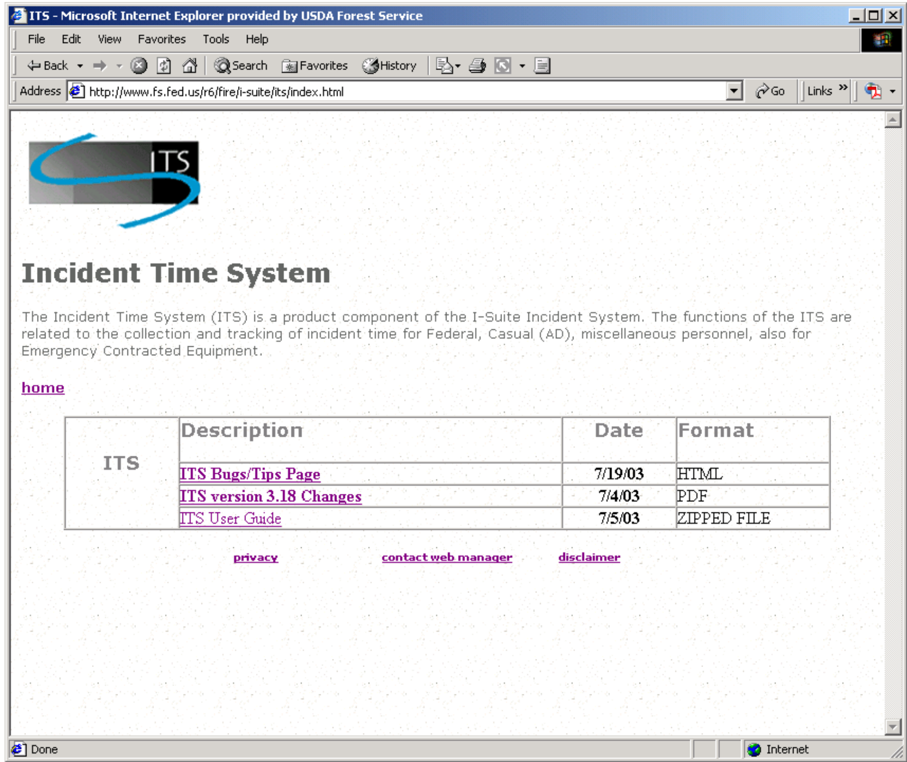
2 In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.

3 On the **Welcome to I-Suite** webpage, click the **ITS** application icon.

4 On the **ITS webpage**, click to select the **topic** of your choice.

The following diagram shows the ITS application icon on the Welcome to I-Suite webpage.

The following diagram shows the ITS webpage and a list of available topics.



To contact the I-Suite Helpdesk

The I-Suite Helpdesk is available 24-hours per day, seven days per week.

- Call **(866) 224-7677**, or email **helpdesk@dms.nwcg.gov**.

To obtain a copy of this Incident Time System User's Guide

1 Start your Internet browser.

2 In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.

3 On the **Welcome to I-Suite** webpage, click the **ITS** application icon.

4 On the **ITS webpage**, click to select **ITS User's Guide**.

5 In **Acrobat Reader**, save the file to your personal computer in a folder location of your choice.

Understanding the stand-alone and integrated environments

This section explains the difference between working in the stand-alone environment or the integrated environment. While you may only be using ITS for your work, it is important to understand how the information you enter in ITS affects other I-Suite programs in the integrated environment.

Typically, you will be working in the integrated environment.

- **Integrated environment**. Data ownership is shared between the Resource Planning and Finance groups. Resources, crews, and operators are already entered in IRSS. Maintaining data standards is critical.
- **Stand-alone environment**. All data is entered and managed by ITS users for timekeeping and making payments.

Since data is shared between IRSS, ICARS, and ITS, any changes you make within ITS affects the data within ICARS and IRSS.

Remember, what works for one incident may not work well for another!

Working with incident information

This section explains how to enter and edit incident information. Topics in this section include:

- Managing incident data
- Managing accounting codes.

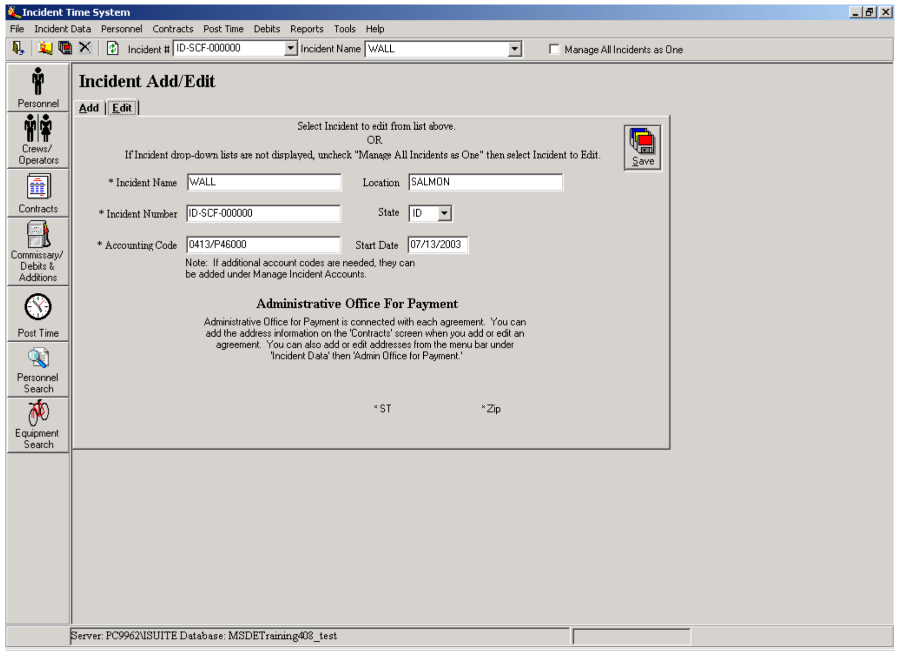
Managing incident data

This section explains how to review, edit, and add incident data and how to list all resources together and manage all incidents as one.

To review and edit incident data

1. On the **Incident Data** menu, click **Incident Add/Edit**.
2. Click the **Incident #** drop-down arrow, click to select the **Incident** of your choice, and then click the **Edit** tab.
3. Modify the following information as appropriate
   - Incident Name
   - Incident Number
   - Accounting Code
   - Location
   - State
   - Start Date.
4. To save your changes, click the **Save** button.

The following diagram shows the Edit tab on the Incident Add/Edit screen.



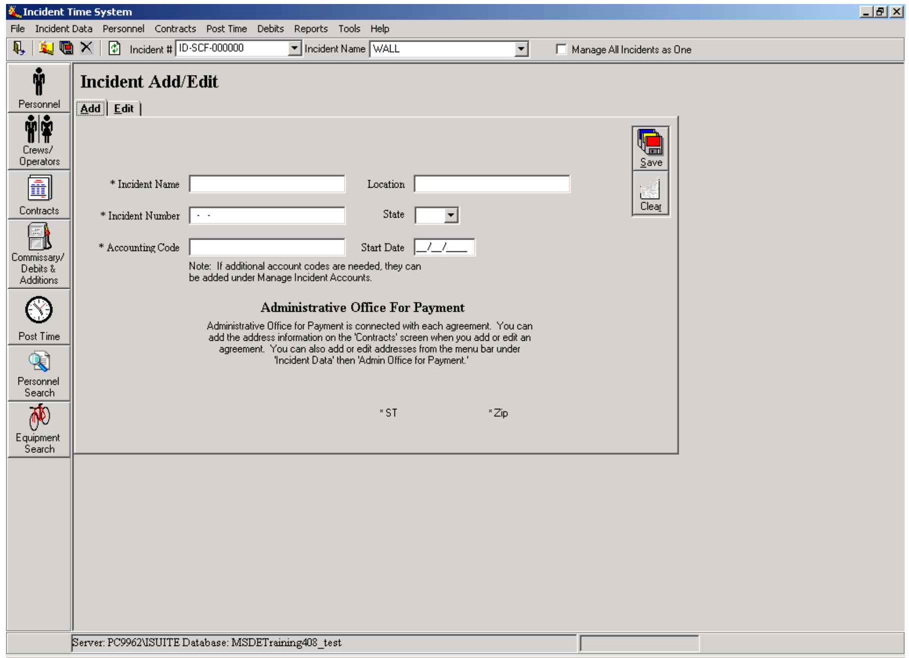
To create a new incident

Be sure to follow the appropriate data standards!

1. On the **Incident Data** menu, click **Incident Add/Edit**.
2. Click the **Add** tab.
3. In the **Incident Name** box, type the **Incident Name**.
4. In the **Incident Number** box, type the **Incident Number**, in the format [HOST ID] - 99999.
5. In the **Accounting Code** box, type the **Accounting Code** number.
6. In the **Location** box, type the **Location** name.
7. Click the **State** drop-down arrow, and then click to select the **State** where the incident is located.
8. In the **Start Date** box, type the incident **Start Date**, in the format MMDDYYYY.
9. To save your changes, click the **Save** button.

*To clear your entries before saving the new incident, click the **Clear** button.*

The following diagram shows the Add tab on the Incident Add/Edit screen.



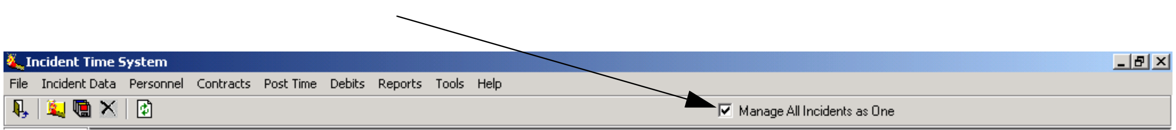
To manage all incidents as one

The Manage All Incidents as One check box allows you to display all resources together on a single list. While these resources must be reporting to the same ICP, they may not be from the same incident.

When working in this mode, you must select an incident to post each resource’s time.

- From any **ITS** screen, click to select the **Manage All Incidents as One** check box.

The following diagram shows the location of the Manage All Incidents as One check box.



Managing accounting codes

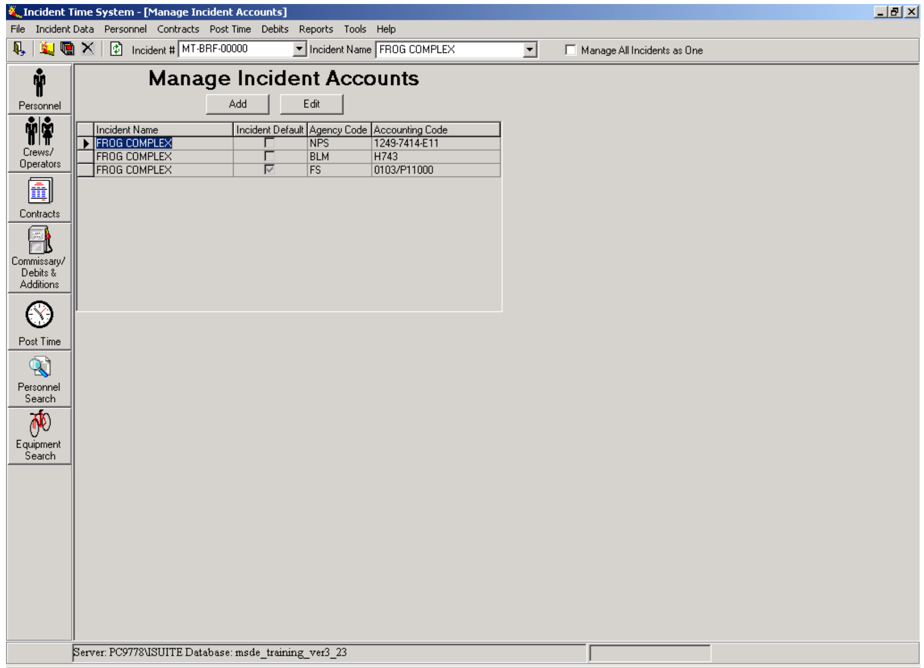
This section explains how to review, edit, and assign accounting codes to an incident and to resources.

To review an accounting code for an incident

1 On the **Incident Data** menu, click **Incident Accounts**.

2 Click the **Incident #** drop-down arrow, and then click to select the **Incident** of your choice.

The following diagram shows the Manage Incident Accounts screen.



To edit an accounting code

1 On the **Incident Data** menu, click **Incident Accounts**.

2 Click the **Incident #** drop-down arrow, and then click to select the **Incident** of your choice.

3 On the **Manage Incident Accounts** screen, click the **Edit** button.

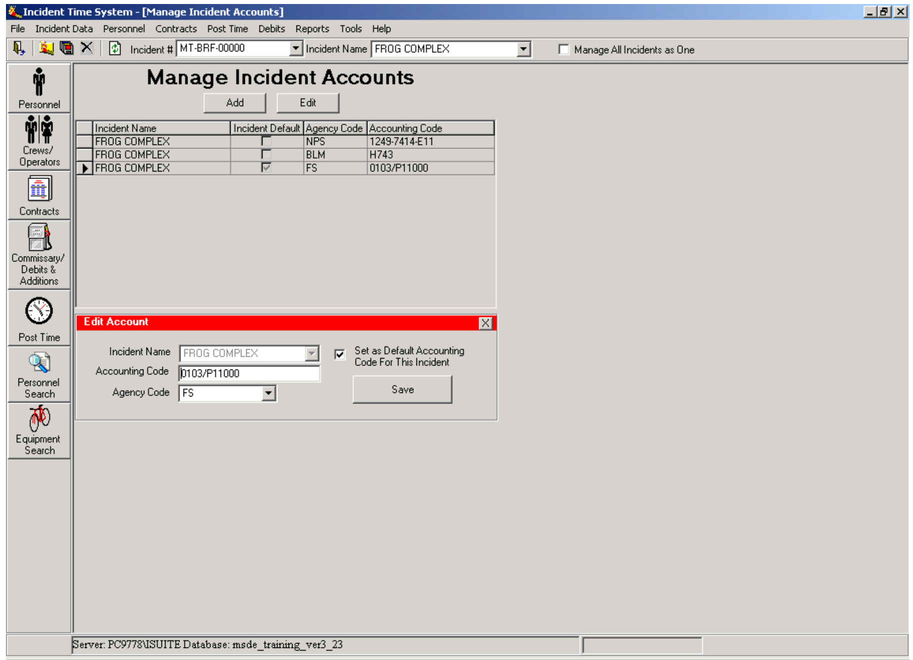
4 On the **Edit Account** dialog box, modify the following information as appropriate

- Accounting Code
- Agency Code.

5 To set this **Accounting Code** as the default, click to select the **Set as Default Accounting Code for This Incident** check box.

6 To save your changes, click the **Save** button.

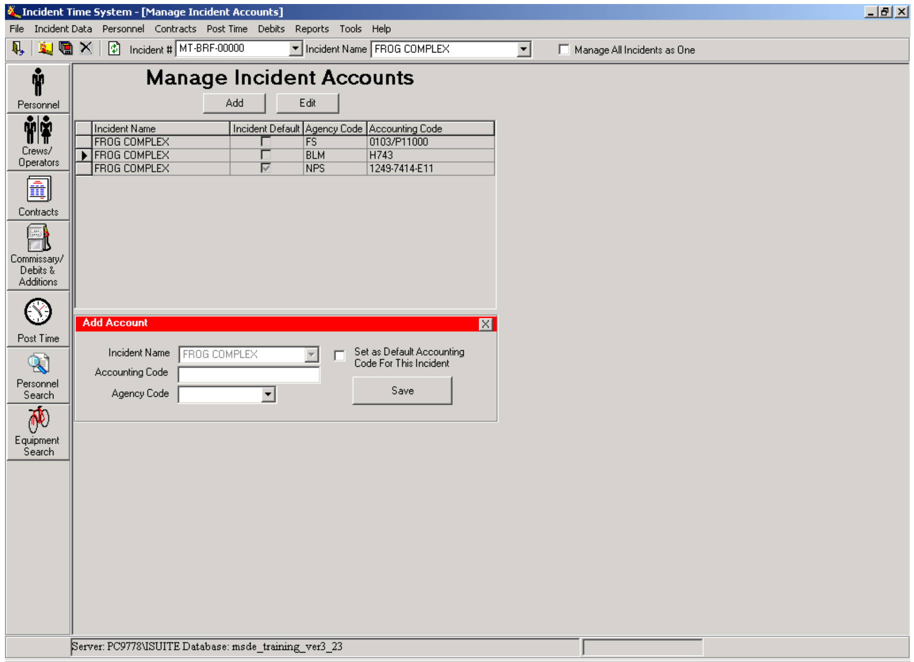
The following diagram shows the Edit Account dialog box on the Manage Incident Accounts screen.



To add multiple accounting codes to an incident

1. On the **Incident Data** menu, click **Incident Accounts**.
2. On the **Manage Incident Accounts** screen, click the **Add** button.
3. On the **Add Account** dialog box, add the following information as appropriate
   - Accounting Code
   - Agency Code.
4. To set this **Accounting Code** as the default, click to select the **Set as Default Accounting Code for This Incident** check box.
5. To save your changes, click the **Save** button.

The following diagram shows the Add Account dialog box on the Manage Incident Accounts screen.



To identify the administrative office(s) for payment

Identify the administrative office during the initial startup for an incident.

1 On the **Incident Data** menu, click **Admin Office for Payment**.

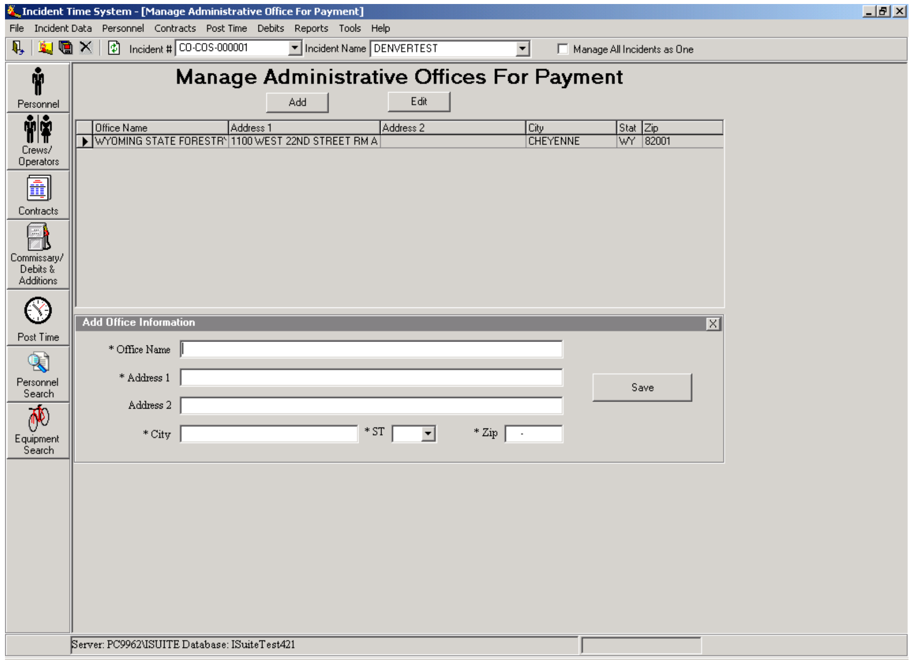
2 Click the **Add** button.

3 On the **Add Office Information** dialog box, complete the following information

- Office Name
- Address 1
- Address 2
- City
- ST
- Zip.

4 When finished, click the **Save** button.

The following diagram shows the Add Office Information dialog box on the Manage Administrative Offices For Payment screen.



Working with personnel information

This section explains how to edit and add personnel information. Topics in this section include:

- Editing and adding personnel data
- Posting personnel time.

Editing and adding personnel data

Remember these key points when working with personnel data for posting time and tracking payments:

- In the integrated environment, you will edit personnel data entered by Check-In (IRSS) personnel.You share data ownership between Resource Planning and Finance groups.
- In the stand-alone environment, you must enter all personnel data. You do not share data ownership.
- By default, all Social Security Numbers that originate from IRSS are "999-99-9999." For AD employees, you must enter the exact SSN for that individual, or enter "999-99-9999" if the SSN is not currently available.

To edit personnel data - integrated environment

1. On the **Personnel Add/Edit** screen, click the **Edit/Lookup** tab.
2. Click the **Select Personnel** drop-down arrow, and then click to select the **Person** of your choice.

3 For AD personnel, type the person's **Social Security Number** in the **Social Security Number** box, in the format 123456789.

When completing the Social Security Number box, the cursor will automatically advance to the next field as you type.

---

4 Click the **Account Code** drop-down arrow, and then click to select the **Account Code** of your choice.

5 Click the **AD/Fed/Other** drop-down arrow, and then click to select the the **Employment Code** of your choice

- AD - for casual Federal employees
- Fed - for Federal employees
- Other - for other types of employees, such as county and state.

6 To specify a contracted resource, click to select the **Contracted Resource** check box.

7 For **AD** personnel, complete the **Payment Information** tab as appropriate:

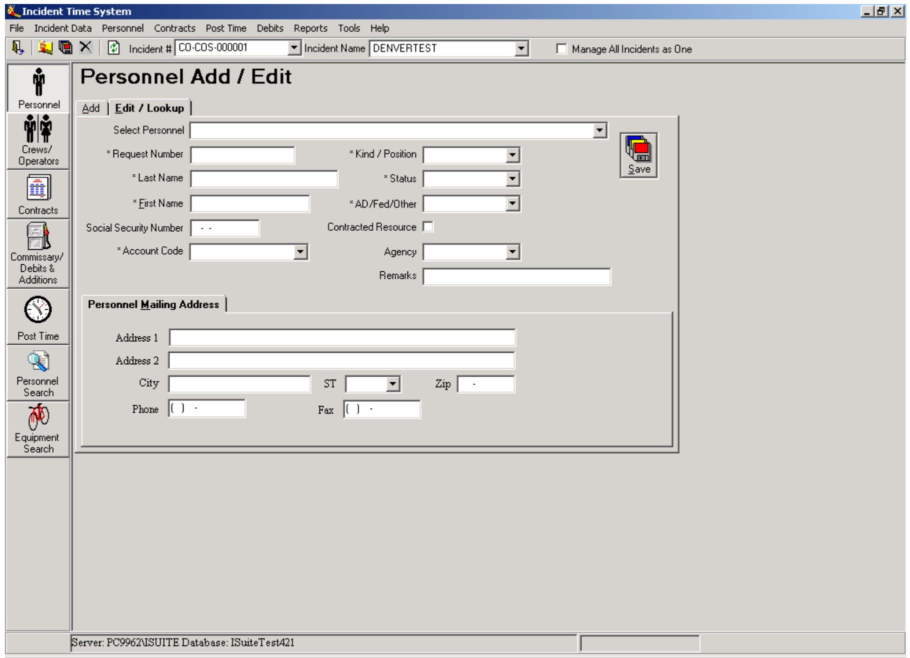
- Initial Employment
- Return Travel
- Point of Hire
- Area
- Class
- Current Rate.

8 On the **Personnel Mailing Address** tab, complete the following information as appropriate:

- Address 1
- Address2
- City
- ST
- Zip
- Phone
- Fax.

9 To save your changes, click the **Save** button.

The following diagram shows the Edit/Lookup tab on the Personnel Add/Edit screen.



To add personnel data - stand-alone environment

1 On the **Personnel Add/Edit** screen, click the **Add** tab.

2 In the **Request Number** box, type the **Request Number** for that person, in the format X1234.

*Valid **Request Numbers** include:*
A - for Aircraft
C - for Crews
E - for Equipment
I - for Initial Attack
O - for Overhead
S - for Supplies.

3 In the **Last Name** box and **First Name** box, type the **First** and **Last Name** of the person.

4 For AD personnel, type the person's **Social Security Number** in the **Social Security Number** box, in the format 999999999.

*For resources not requiring an SSN for payment, type **999999999**.*

When completing the Social Security Number box, the cursor will automatically advance to the next field as you type.

5 Click the **Account Code** drop-down arrow, and then click to select the **Account Code** of your choice.

6 Click the **Kind/Position** drop-down arrow, and then click to select the **Kind/Position** of your choice.

7 Click the **Status** drop-down arrow, and then click to select the current **Status**.

8 Click the **AD/Fed/Other** drop-down arrow, and then click to select the the **Employment Code** of your choice

- AD - for temporary Federal employees
- Fed - for full-time Federal employees
- Other - for other types of employees, such as seasonal and state.

9 To specify a contracted resource, click to select the **Contracted Resource** check box.

10 Click the **Agency** drop-down arrow, and then click to select the **Agency** of your choice.

11 In the **Remarks** box, type any appropriate **Remarks**.

12 On the **Payment Information** tab, complete the following information as appropriate:

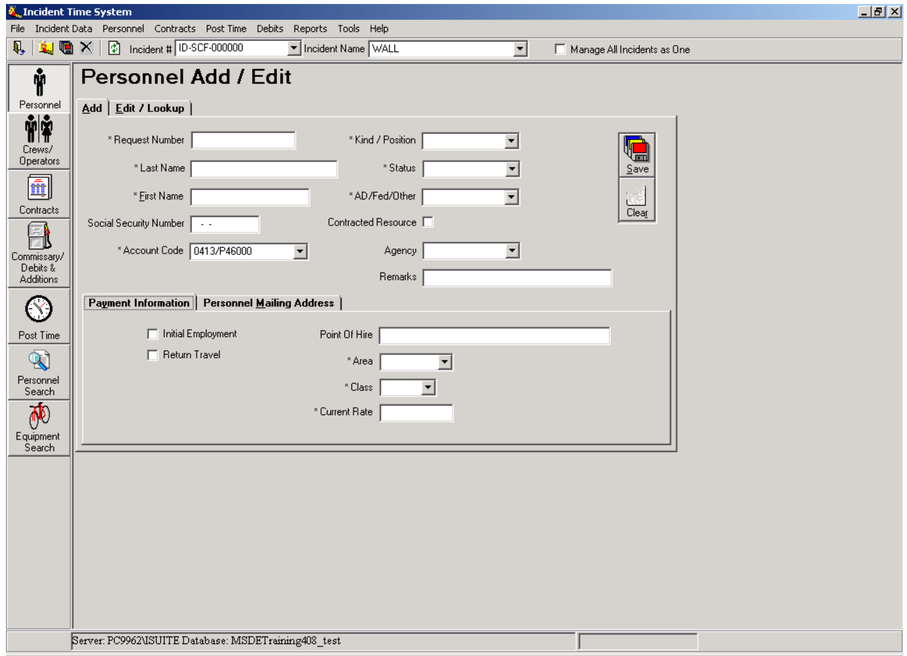
- Initial Employment
- Return Travel
- Point of Hire
- Area
- Class
- Current Rate.

13 Click the **Personnel Mailing Address** tab, and then complete the following information as appropriate:

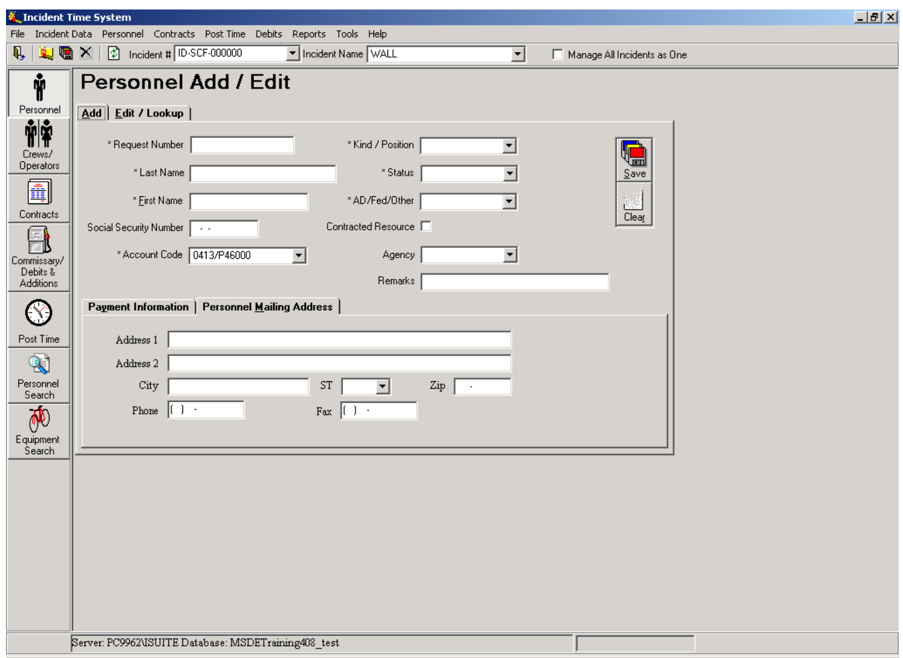
- Address 1
- Address2
- City
- ST
- Zip
- Phone
- Fax.

14 To save your changes, click the **Save** button.

The following diagram shows Add tab on the Personnel Add/Edit screen.



The following diagram shows the Personnel Mailing Address tab on the Personnel Add/Edit screen.



Posting personnel time

This section explains how to post time for personnel. Remember these key points when posting personnel time:

- Posting time is performed the same, whether working in the stand-alone or integrated environments.
- You can edit the Stop and Start times, Special codes, and rates directly on the Personnel Post Detail.
- You can not edit the Date. To change the Date you must delete and then repost that entry.
- The Date automatically changes for posting that extends beyond midnight for any given shift.
- If you post overlapping hours, you must verify the hours before you can proceed.

To post personnel time

*Remember, you can click to select the **Use Enter Key as Tab for Posting** check box for faster, 10-key data entry!*

1 Click the **Post Time** button.

2 On the **Incident Post** screen on the **Personnel** tab, click the **Select Personnel** drop-down arrow, and then click to select the **Person** of your choice.

3 Click the **Account Code** drop-down arrow, and then click to select the **Account Code** of your choice.

4 In the **Date** box, type the **Date**, in the format MMDDYYYY.

*When completing the **Date** box, the cursor will automatically advance to the next date field as you type.*

*To enter the current **Date**, type **=** (equal sign). To enter yesterday's **Date**. type **-** (minus sign). To enter a Future **Date**, type + (plus sign).*

5 Click the **Start Time** drop-down arrow, and then click to select the **Start Time** of your choice.

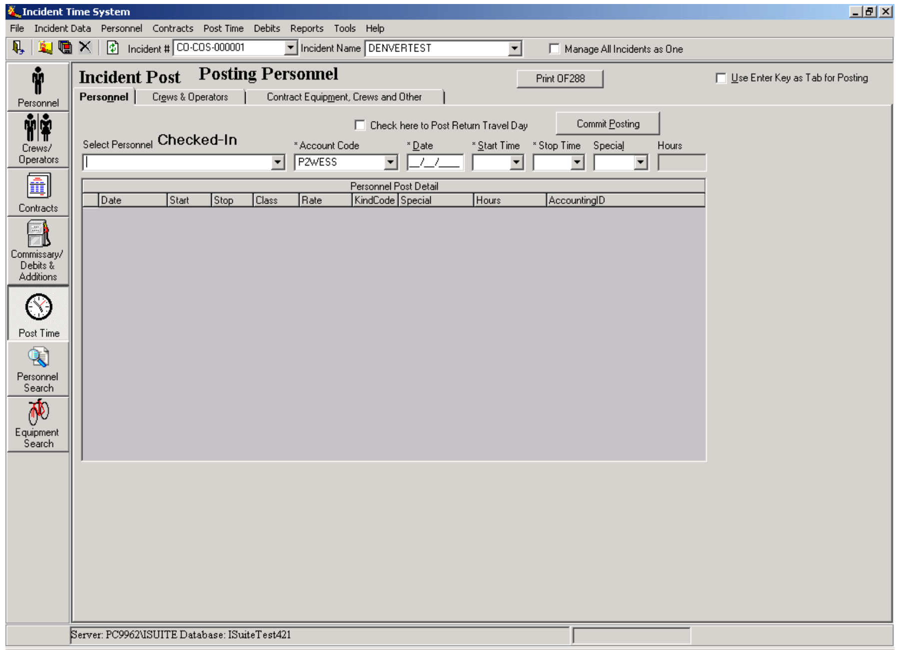
6 Click the **Stop Time** drop-down arrow, and then click to select the **Stop Time** of your choice.

7 Click the **Special** drop-down arrow, and then click to select the **Special** code of your choice.

8 To commit the posting, click the **Commit Posting** button.

*Clicking the **Commit Posting** button saves your data.*

The following diagram shows the Incident Post screen for posting personnel time.



To post time when managing all incidents as one

1 On the **ITS toolbar**, click to select the **Manage All Incidents as One** check box.

2 On the **Incident Post** screen on the **Personnel** tab, click the **Select Personnel** drip-down arrow, and then click to select the **Person** of your choice.

3 Click the **Account Code** drop-down arrow, and then click to select the **Incident/Acct Code** combination of your choice.

Be sure to select the correct person, incident, and account code.

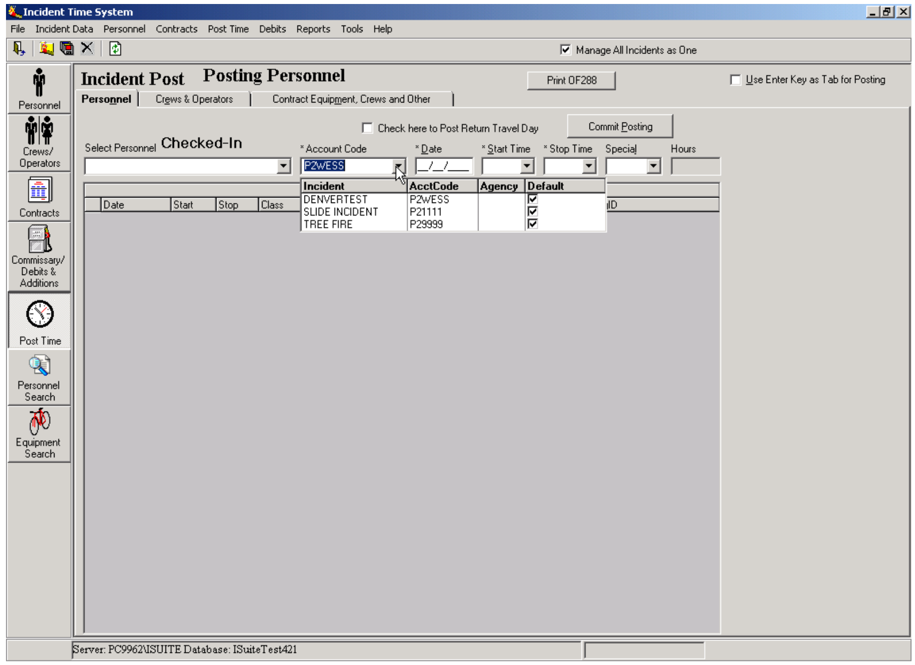
---

4 Complete the remaining information as appropriate

- Date
- Start Time
- Stop Time
- Special.

5 To commit the posting, click the **Commit Posting** button.

The following diagram shows the Incident Post screen when managing all incidents as one. In this example, the Account Code drop-down arrow lists three different incidents.



To repost a day of time with different hours

1 On the **Incident Post** screen on the **Personnel** tab, click the **Select Personnel** drop-down arrow, and then click to select the **Person** of your choice.

2 In the **Date** box, type the **Date** in the format MMDDYYYY.

3 Click the **Start Time** drop-down arrow, and then click to select the **Start Time** of your choice.

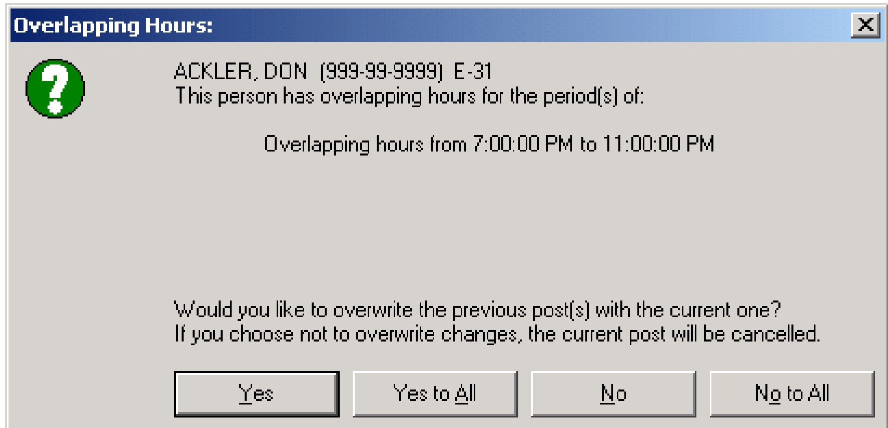
4 Click the **Stop Time** drop-down arrow, and then click to select the **Stop Time** of your choice.

5 Click the **Special** drop-down arrow, and then click to select the **Special** code of your choice.

6 To commit the posting, click the **Commit Posting** button.

7 On the **Overlapping Hours** dialog box, click **Yes** or click **Yes to All**.

The following diagram shows the Overlapping Hours dialog box.



To change the AD rate, Kind Code, and Special code - one-time change only

1 On the **Incident Post** screen on the **Personnel** tab, click the **Select Personnel** drop-down arrow, and then click to select the non-federal **Person** of your choice.

2 Locate the row containing the **Class** and **Rate** you want to change.

3 Click to select the **Class** box, and then type to replace the existing AD designation with the new AD designation.

*For AD-5 rates, type the **Rate** on the **ITS:AD-5** dialog box, in the format 99.99, and then click **OK**.*

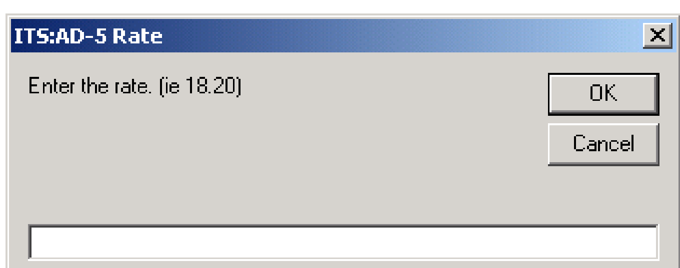
4 To change the **Kind Code**, click the **Kind Code** drop-down arrow, and then click to select the **Kind Code** of your choice.

5 Locate the row containing the **Special** code you want to change.

6 Click the **Special** drop-down arrow, and then click to select the **Special** code of your choice.

7 To commit the posting, click the **Commit Posting** button.

The following diagram shows the ITS:AD-5 dialog box for entering an AD-5 rate.



To permanently change the AD rate and/or Kind Code for all future personnel postings - to change all subsequent postings

1 On the **Incident Post** screen on the **Personnel** tab, click the **Select Personnel** drop-down arrow, and then click to select the **Person** who has the AD rate you want to change.

2 On the **Payment Information** tab, click the **Class** drop-down arrow, click to select the **AD Rate** of your choice.

3 To change the **Kind Code**, click the **Kind Code** drop-down arrow, and then click to select the **Kind Code** of your choice.

4 When finished, makingclick the **Save** button.

To delete a row of time

1 On the **Incident Post** screen on the **Personnel** tab, click the **Select Personnel** drop-down arrow, and then click to select the **Person** of your choice.

2 Click in the cell for the row you want to delete, and then click the **Delete** button.

To post return travel time

*Posting end travel time sets the number of Hours to **0** (zero) and the Special code to **TVL**.*

1 On the **Incident Post** screen on the **Personnel** tab, click the **Select Personnel** drop-down arrow, and then click to select the **Person** of your choice.

2 Click to select the **Check here to Post Return Travel Day** check box.

3 In the **Date** box, type the **Date**, in the format MMDDYYYY.

4 Click the **Start Time** drop-down arrow, and then click to select the **Start Time** of your choice.

5 To commit the posting, click the **Commit Posting** button.

To view and/or print an OF-288

1 On the **Incident Post** screen, click the **Print OF288** button, or click **OF-288** on the **Reports** menu.

2 On the **OF-288** dialog box, perform one of the following

- to view the OF-288 by request number, click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice.
- to view the OF-288 for a person, click the **Person** drop-down arrow, and then click to select the **Person** of your choice.

3 To view the final OF-288 for a resource leaving the incident, click to select the **Final Invoice** check box.

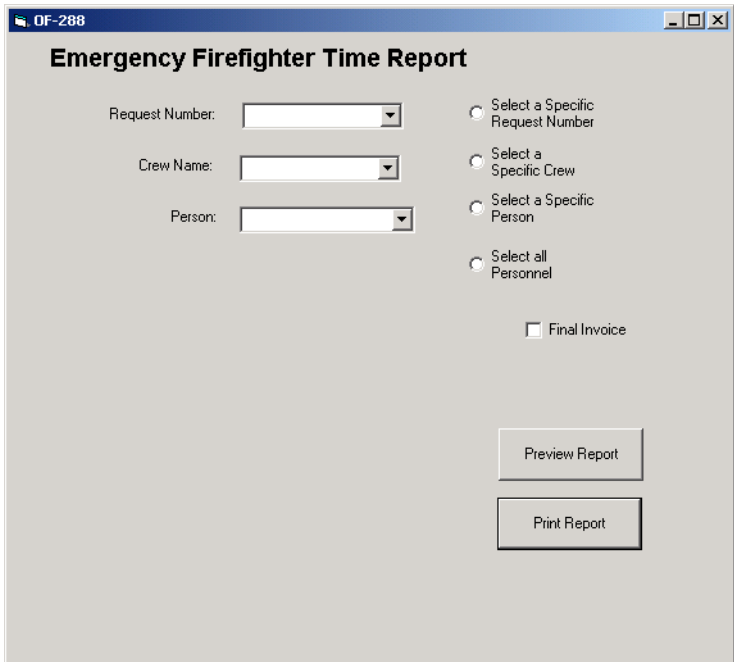
4 To preview the OF-288, click the **Preview Report** button.

5 To print the OF-288, click the **Print Report** button.

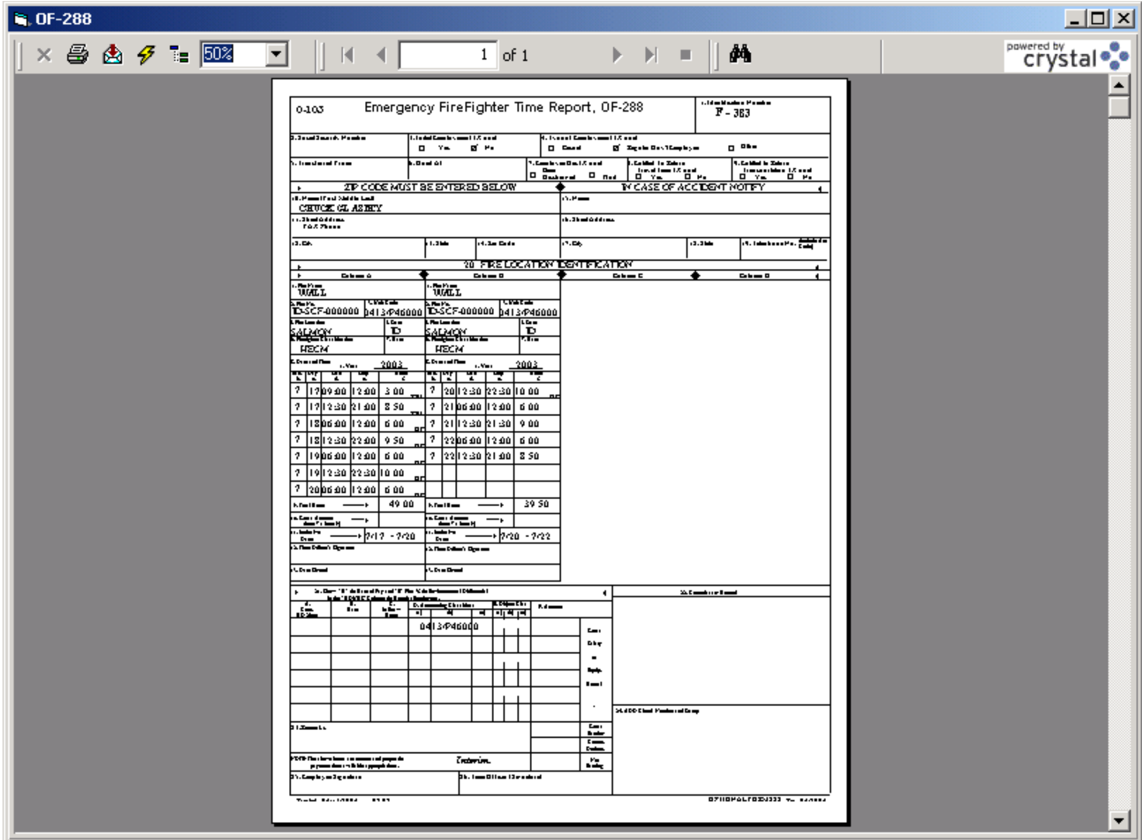
---

*If this is a partial payment and you want the resource's social security number to print on the OF-288, you must click to select the **Final Invoice** check box.*

The following diagram shows the OF-288, "Emergency Firefighter Time Report" dialog box.



The following diagram shows a sample Emergency FireFighter Time Report OF-288 for an individual overhead resource, as it appears on your screen.



Working with crews and members/operators

This section explains how to view, add, edit, and print crews and crew members/operators, and how to demobilize (demob) a crew and/or crew members/operators. Topics in this section include:

- Understanding crews
- Creating and editing crews
- Posting time for crews and crew members/operators
- Reviewing an OF-288 for crews.

Understanding crews

Remember these key points when working with crews and members/operators:

- In ITS, a crew is more than one resource sharing the same request number. A crew may be a hand crew, engine crew members, or a contract pickup with an AD driver.
- There are two levels of crew information:
  - At the crew level, you can add and/or edit information about the crew.
  - At the member/operater level, you can add and/or edit information

about the individual crew members/operators on a crew.

- You can build a crew by attaching or rostering members to a resource
  - In the integrated environment, IRSS populates ITS with shared data. If members are being rostered in IRSS, then you will primarily need to edit members. If members are not being rostered in IRSS, then you must add members to a crew or to a piece of equipment.
  - In the stand-alone environment, you will manage all data, including adding and then rostering members/operators to a crew.

To view and print a crew manifest

1 Click the **Crews/Operators** button.

2 On the **Crew/Operator Roster** screen, perform one of the following

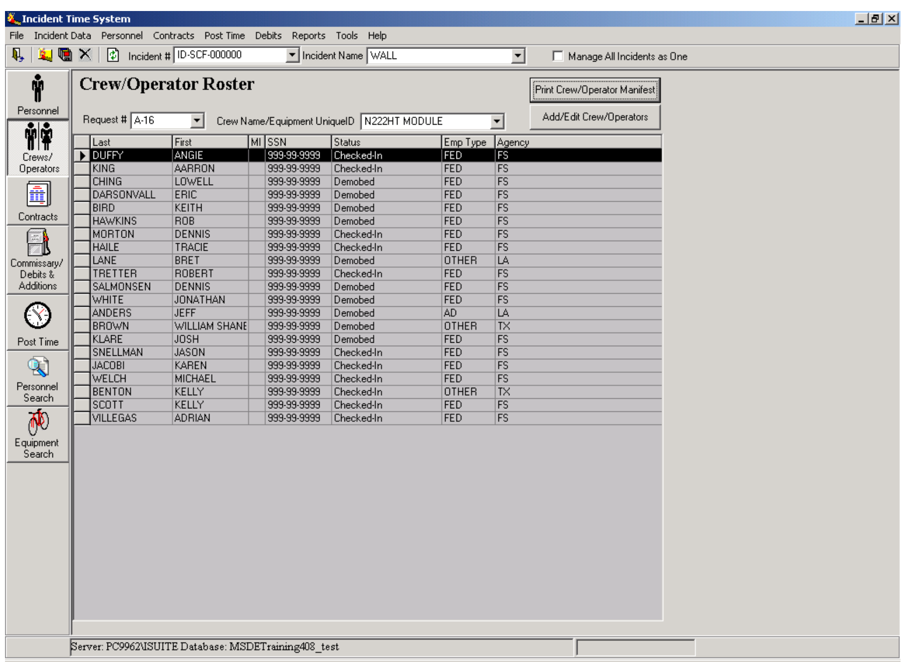
- click the **Request #** drop-down arrow, and then click to select the **Request #** of your choice
- click the **Crew Name/Equipment UniqueID** drop-down arrow, and then click to select the **Crew Name/Equipment** of your choice.

3 To view the crew manifest, click the **Print Crew/Operator Manifest** button.

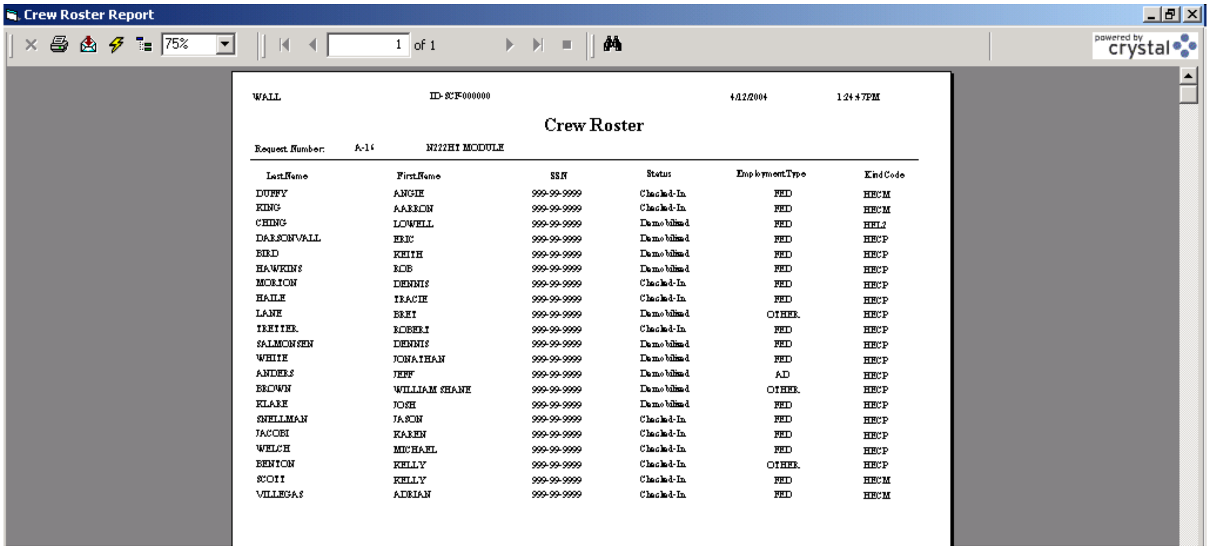
The crew manifest is a good place to view the initial crew data entered from IRSS.

4 To print the crew manifest, click the **Print** icon on the **Crew Roster Report** dialog box, and then click **OK** on the **Print** dialog box.

The following diagram shows the Crew/Operator Roster screen.



The following diagram shows a sample crew manifest on the Crew Roster Report dialog box.



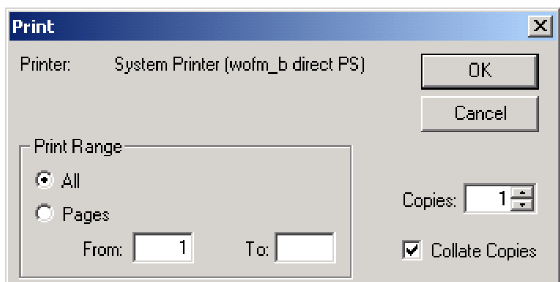
WALL ID-SCF000000 4/12/2004 1:24:47PM

Crew Roster

Request Number: A-16 N222HT MODULE

LastName	FirstName	SSN	Status	EmploymentType	KindCode
DUFFY	ANGIE	999-99-9999	Checked-In	FED	HECM
KING	AARRON	999-99-9999	Checked-In	FED	HECM
CHING	LOWELL	999-99-9999	Demobilized	FED	HEL2
DARSONVALL	ERIC	999-99-9999	Demobilized	FED	HECP
BIRD	KEITH	999-99-9999	Demobilized	FED	HECP
HAWKINS	ROB	999-99-9999	Demobilized	FED	HECP
MORTON	DENNIS	999-99-9999	Checked-In	FED	HECP
HAILE	TRACIE	999-99-9999	Checked-In	FED	HECP
LANE	BRET	999-99-9999	Demobilized	OTHER	HECP
TRETTER	ROBERT	999-99-9999	Checked-In	FED	HECP
SALMONSEN	DENNIS	999-99-9999	Demobilized	FED	HECP
WHITE	JONATHAN	999-99-9999	Demobilized	FED	HECP
ANDERS	JEFF	999-99-9999	Demobilized	AD	HECP
BROWN	WILLIAM SHANE	999-99-9999	Demobilized	OTHER	HECP
KLARE	JOSH	999-99-9999	Demobilized	FED	HECP
SNELLMAN	JASON	999-99-9999	Checked-In	FED	HECP
JACOBI	KAREN	999-99-9999	Checked-In	FED	HECP
WELCH	MICHAEL	999-99-9999	Checked-In	FED	HECP
BENTON	KELLY	999-99-9999	Checked-In	OTHER	HECP
SCOTT	KELLY	999-99-9999	Checked-In	FED	HECM
VILLEGAS	ADRIAN	999-99-9999	Checked-In	FED	HECM

The following diagram shows the Print dialog box that displays when printing a crew manifest.



Creating and editing crews

This section explains how to add and edit crew data in the integrated and stand-alone environments. There are two levels of crew information:

- **Crew level**. Add and/or edit information about the crew.
- **Member/operator level**. Add and/or edit information about individual crew members/operators on a crew.

To edit crew information

1 On the **Crew/Operator Roster** screen, click the **Add/Edit Crew/ Operators** button.

2 Click the **Edit/Lookup** tab.

3 Click the **Select Crew/Equipment** drop-down arrow, and then click to select the **Crew** or **Equipment** of your choice.

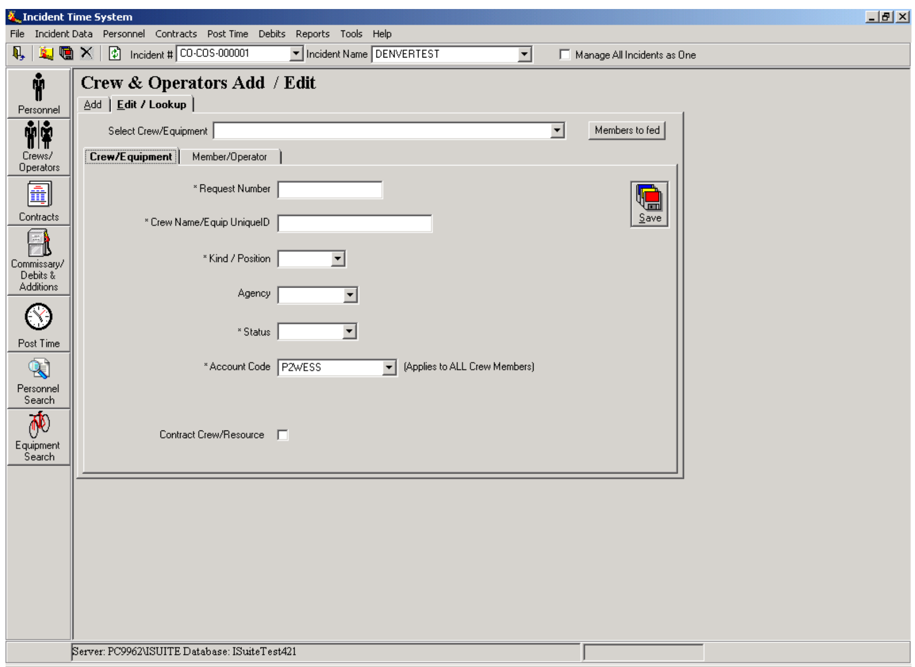
4 Click the **Crew/Equipment** tab.

5 On the **Crew/Equipment** tab, modify the following information as appropriate

- Request Number
- Crew Name/Equipment UniqueID
- Kind/Position
- Agency
- Status
- Account Code
- Contact Crew.

6 To save your changes, click the **Save** button.

The following diagram shows the Crew/Equipment tab on the Crew & Operators Add / Edit screen.



To edit crew members on a crew

1 On the **Crew/Operator Roster** screen, click the **Add/Edit Crew/ Operators** button.

2 Click the **Edit/Lookup** tab.

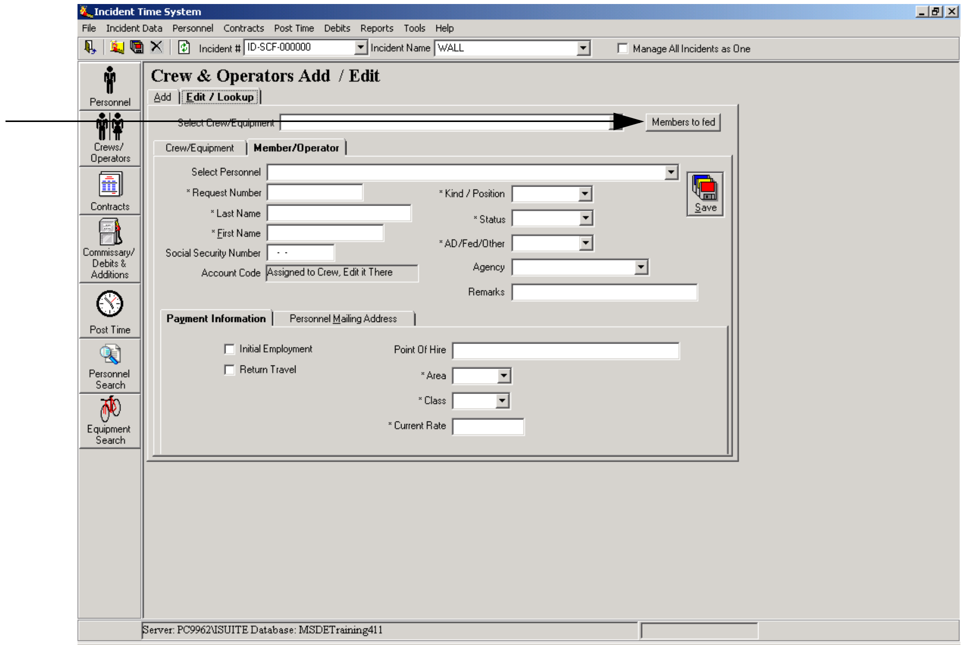
3 Click the **Select Crew/Equipment** drop-down arrow, and then click to select the **Crew** or **Equipment** of your choice.

4 Click the **Member/Operator** tab.

5 Click the **Select Personnel** drop-down arrow, and then click to select the **Crew member/Operator** of your choice.

6 Complete the remaining personnel data as appropriate, and then click the **Save** button.

The following diagram shows the Member/Operator tab on the Crew & Operators Add / Edit screen. The arrow points to the Members to fed button.



To set all crew members/operators with unassigned employment types to “fed”

1. On the **Crew & Operators Add/Edit** screen, click the **Crew/Member/ Edit** tab.
2. Click the **Select Crew/Equipment** drop-down arrow, click to select the **Crew** of your choice, and then click the **Members to fed** button.

To add crew members to an existing crew

In some cases, the crew leader will already be listed on the crew. You can add the remaining crew members, but can only edit the crew leader.

1. On the **Crew/Operator Roster** screen, click the **Add/Edit Crew/ Operators** button.
2. On the **Crew & Operators Add/Edit** screen, click the **Add** tab, and then click the **Member/Operator** tab.
3. Click the **Crew/Equipment to Add To** drop-down arrow, and then click to select the **Crew** or **Equipment** of your choice.
4. Complete the following information as appropriate
   - First Name
   - Last Name
   - Social Security Number
   - Account Code

- Kind/Position
- Status
- AD/Fed/Other
- Agency
- Remarks.

5 On the **Payment Information** tab, complete the following information as appropriate

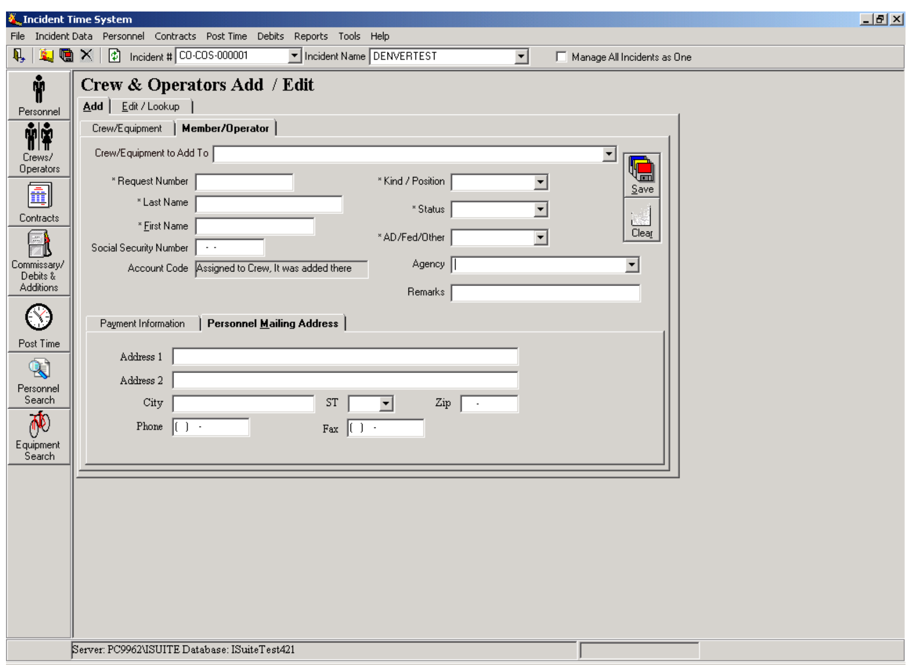
- Initial Employment
- Return Travel
- Point of Hire
- Area
- Class
- Current Rate.

6 Click the **Personnel Mailing Address** tab, and then complete the following information as appropriate

- Address 1
- Address2
- City
- ST
- Zip
- Phone
- Fax.

7 Click the **Save** button.

The following diagram shows the Member/Operator tab on the Add tab on the Crew & Operators Add/Edit screen.



To edit the leader of a crew to add crew members

1. On the **Crew/Operator Roster** screen, click the **Add/Edit Crew/ Operators** button.
2. On the **Edit/Lookup** tab, click the **Select Crew/Equipment** drop-down arrow, and then click to select the **Crew** that contains the .
3. Click the **Member/Operator** tab.///

To create a crew

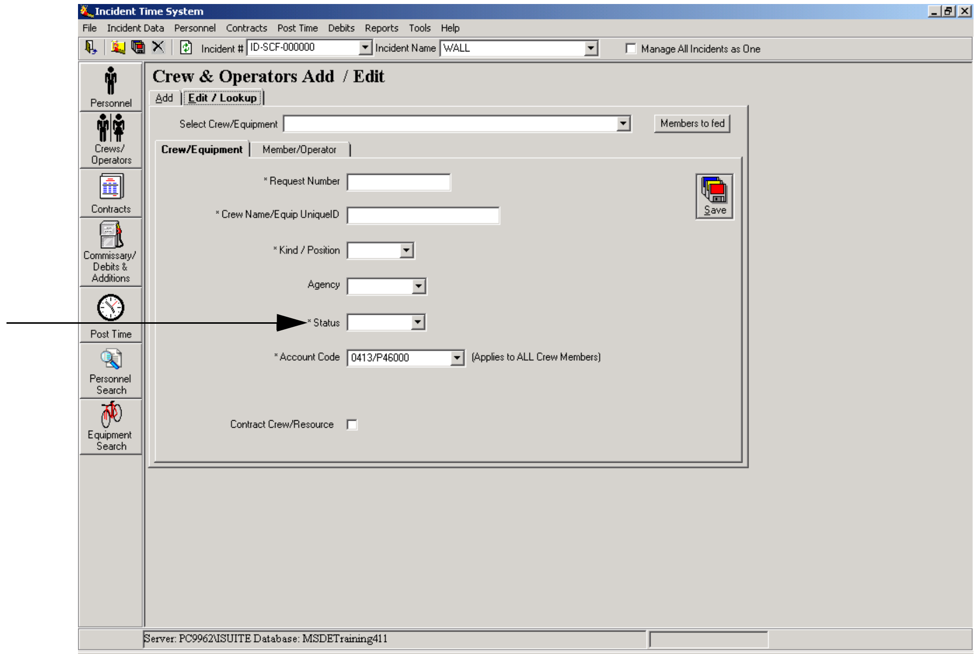
1. On the **Crew/Operator Roster** screen, click the **Add/Edit Crew/ Operators** button.
2. On the **Crew & Operators Add/Edit** screen, click the **Add** tab.
3. On the **Crew/Equipment** tab, complete the following information as appropriate
   - Request Number
   - Crew Name/Equipment UniqueID
   - Kind/Position
   - Agency
   - Status
   - Account Code
   - Contract Crew.
4. Click the **Save** button.
5. Add crew members as appropriate.

For more information about adding crew members, see the previous task, "To add crew members to an existing crew."

To demob a crew

1. On the **Crew/Operator Roster** screen, click the **Add/Edit Crew/ Operators** button.
2. Click the **Edit/Lookup** tab.
3. Click the **Select Crew/Equipment** drop-down arrow, and then click to select the **Crew** or **Equipment** of your choice.
4. Click the **Crew/Equipment** tab.
5. Click the **Status** drop-down arrow, click to select **Demobed**, and then click the **Save** button.

The following diagram shows the Edit/Lookup tab on the Crew & Operators Add / Edit screen. The arrow points to the "Demobed" Status for the crew.



To demob a crew member/operator

1 On the **Crew/Operator Roster** screen, click the **Add/Edit Crew/ Operators** button.

2 Click the **Edit/Lookup** tab.

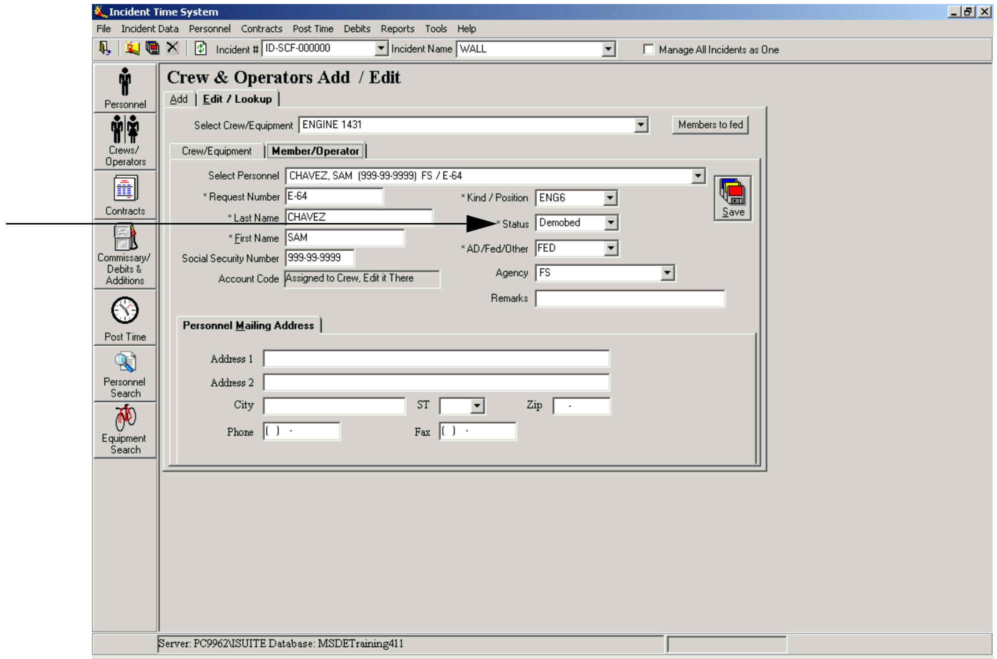
3 Click the **Select Crew/Equipment** drop-down arrow, and then click to select the **Crew** or **Equipment** of your choice.

4 Click the **Member/Operator** tab.

5 Click the **Select Personnel** drop-down arrow, and then click to select the **Crew member/Operator** of your choice.

6 Click the **Status** drop-down arrow, click to select **Demobed**, and then click the **Save** button.

The following diagram shows the Edit/Lookup tab on the Crew & Operators Add / Edit screen. The arrow points to the "Demobed" Status for the crew member.



Posting time for crews and crew members/operators

This section explains how to post time for crews and crew members/ operators. Remember these key points when posting time for crews and crew members/operators:

- Posting time is performed the same, whether working in the stand-alone or integrated environments.
- Do not edit the Stop and Start times, Special codes, and rates on the Crew Member/Operator Post Detail.
- You cannot edit the Date. To change the Date you must delete and then repost that entry.
- The Date automatically changes for posting that extends beyond midnight for any given shift.
- If you post overlapping hours, you must verify the hours before you can proceed.
- Post all time to a crew member before he/she is demobed. If you use the Select All button and select a demobed crew member, that time will not be posted!
- explain grid functionality, editing, deleting, copy and past, reviewing.///

To post time crew time

*Remember, you can click to select the **Use Enter Key as Tab for Posting** check box for faster, 10-key data entry!*

1 Click the **Post Time** button.

2 On the **Incident Post** screen, click the **Crews & Operators** tab.

3 Click the **Crew Name/Equip UniqueID** drop-down arrow, and then click to select the **Crew Name** or **Equipment Name** of your choice.

4 Under **Crew Members**, click to select the **Crew Member(s)** of your choice.

*To select more than one **Crew Member**, press and hold CTRL, and then click to select every **Crew Member** of your choice.*

5 In the **Date** box, type the **Date**, in the format MMDDYYYY.

*When completing the **Date** box, the cursor will automatically advance to the next date field as you type.*

*To enter the current **Date**, type **=** (equal sign). To enter yesterday's **Date**. type **-** (minus sign).*

6 Click the **Start Time** drop-down arrow, and then click to select the **Start Time** of your choice.

7 Click the **Stop Time** drop-down arrow, and then click to select the **Stop Time** of your choice.

8 Click the **Account Code** drop-down arrow, and then click to select the **Account Code** of your choice.

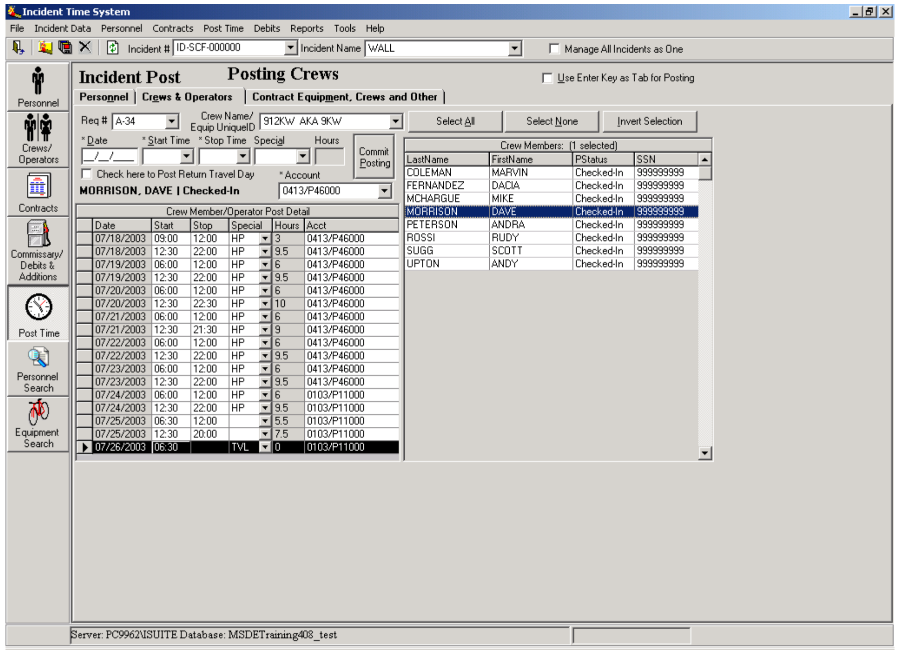
9 Click the **Special** drop-down arrow, and then click to select the **Special** code of your choice.

10 To commit the posting, click the **Commit Posting** button.

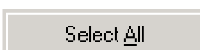
*Clicking the **Commit Posting** button saves your data.*

11 On the **Incident Time System: Post Results** dialog box, click **OK**.

The following diagram shows the Crews & Operators tab on the Incident Post Posting Crews screen.



To select all crew members/operators



- On the **Incident Post** screen, click the **Crews & Operators** tab, and then click the **Select All** button.

To cancel all selected crew members/operators

- On the **Incident Post** screen, click the **Crews & Operators** tab, and then click the **Select None** button.

To cancel all selected crew members/operators and select all others

The Invert Selection button makes posting crew leader and crew member time easier. First, post the Crew Leader's time, click the Invert Selection button, and then post the crew members' time.

- On the **Incident Post** screen, click the **Crews & Operators** tab, and then click the **Invert Selection** button.

To repost a day of time

1 On the **Incident Post** screen, click the **Crews & Operators** tab.

2 Click the **Crew Name/Equip UniqueID** drop-down arrow, and then click to select the **Crew Name** or **Unique ID** of your choice.

Be sure to select the correct crew member.

3 Under **Crew Members**, click to select the **Crew Member** of your choice.

4 Locate the day and time you want to repost, and then type the same **Date** as the existing **Date**.

5 Complete the **Start Time**, and **Stop Time** boxes with the new information.

6 Click the **Account Code** drop-down arrow, and then click to select the **Account Code** of your choice.

7 Click the **Special** drop-down arrow, and then click to select the **Special** code of your choice.

8 To commit the posting, click the **Commit Posting** button.

9 On the **Overlapping Hours** dialog box, click **Yes** to overwrite the previous post with the current one.

10 On the **Incident Time System: Post Results** dialog box, click **OK**.

To delete a row of posted time

The Delete button is located on the ITS toolbar.

1 On the **Incident Post** screen, click the **Crews & Operators** tab.

2 Click the **Crew Name/Equip UniqueID** drop-down arrow, and then click to select the **Crew Name** or **Unique ID** of your choice.

Be sure to select the correct crew member.

3 Under **Crew Members**, click to select the **Crew Member** of your choice.

4 Under **Crew Member/Operator Post Detail**, click to select the day and time you want to delete.

5 Click the **Delete** button.

6 On the **ITS: Delete Posting for Crew Member(s)** dialog box, click **Yes**.

To copy and paste posted time

1 On the **Incident Post** screen, click the **Crews & Operators** tab.

2 Click the **Crew Name/Equip UniqueID** drop-down arrow, and then click to select the **Crew Name** or **Unique ID** of your choice.

3 Under **Crew Members**, click to select the **Crew Member** of your choice.

4 Under **Crew Member/Operator Post Detail**, click to select the day and time you want to copy.

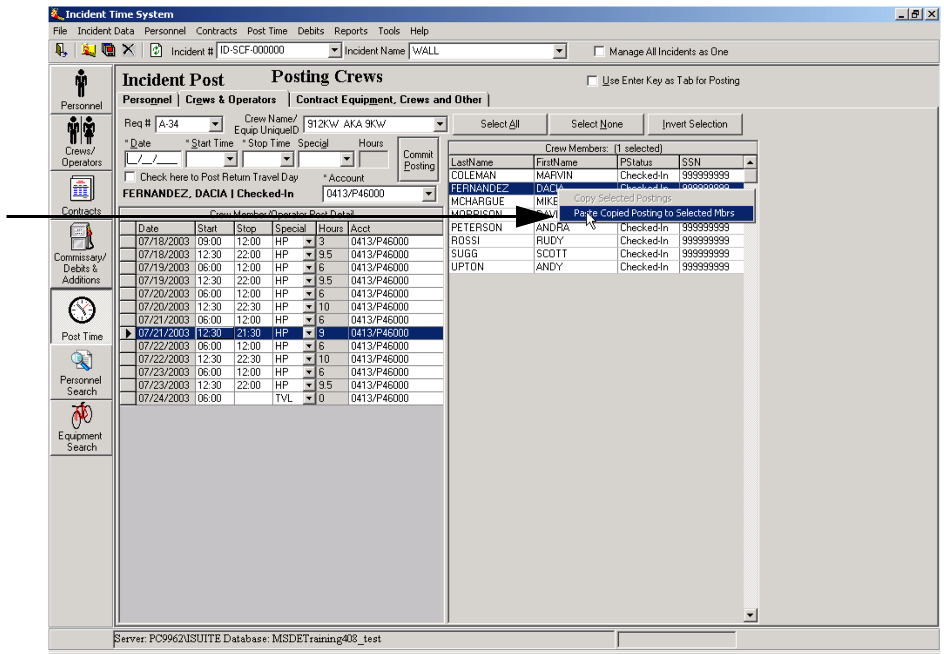
5 Right-click on that row, and then point to **Copy Selected Postings**.

6 Under **Crew Members**, click to select the destination **Crew Member** for the copied row of time.

7 Right-click the destination **Crew Member** and then point to **Paste Copied Posting to Selected Mbrs**.

8 On the **Incident Time System: Post Results** dialog box, click **OK**.

The following diagram shows the Incident Post - Posting Crews screen. The arrow points to the Paste Copied Posting the Selected Mbrs option highlighted on the Incident Post Posting Crews screen.



To post return travel time

1 On the **Incident Post** screen, click the **Crews & Operators** tab.

2 Click the **Crew Name/Equip UniqueID** drop-down arrow, and then click to select the **Crew Name** or **Unique ID** of your choice.

3 Under **Crew Members**, click to select the **Crew Member** of your choice.

4 Under **Crew Member/Operator Post Detail**, click to select the row of time of your choice, and then click to select the **Check here to Post Return Travel Day** check box.

5 Complete the **Date**, **Start Time**, and **Stop Time** boxes.

6 To commit the posting, click the **Commit Posting** button.

7 On the **Overlapping Hours** dialog box, click **Yes** to overwrite the previous post with the current one.

8 On the **Incident Time System: Post Results** dialog box, click **OK**.

Reviewing an OF-288 for crews

The OF-288 lists all incidents and all accounting codes for the selected request number, crew name, person, or all personnel.

To review an OF-288

1 On the **Reports** menu, click **OF-288**.

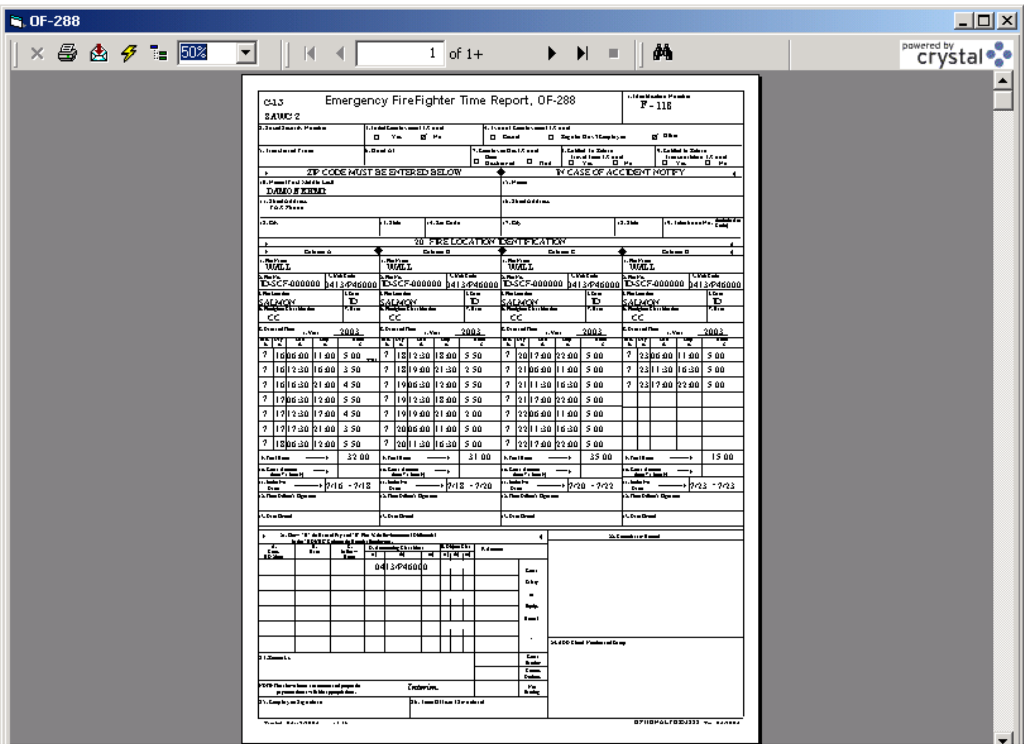
2 On the **OF-288** dialog box, click the **Crew Name** drop-down arrow, and then click to select the **Crew Name** or **Unique ID** of your choice.

3 To view the final OF-288 for the crew leaving the incident, click to select the **Final** check box.

4 To preview the OF-288, click the **Preview Report** button.

5 To print the OF-288, click the **Print Report** button.

The following diagram shows a sample OF-288 for crews.



Working with contractor and agreement data

This section explains how to add and edit contractor and agreement data. In ITS, you must add and attach contractor and agreement data to a resource to process payment documents. Remember these key points when working with contractor and agreement data:

- You only need to enter contractor and agreement data once.
- For multiple resources sharing the same contractor and agreement, pick the specific contractor and agreement and then attach it to the resource.
- You can assign up to six rates to each resource.
- Units of measure include Daily, Each, Hourly, and Mileage.

Topics in this section include:

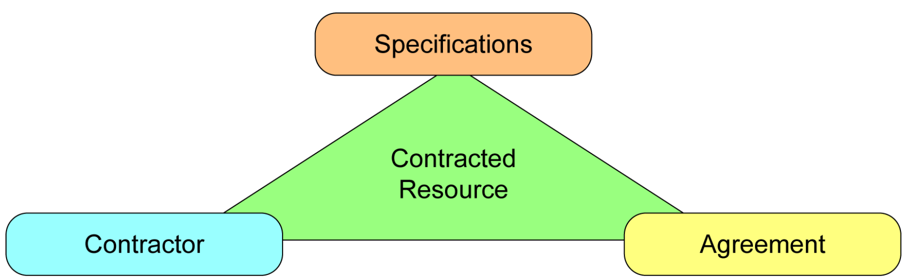
- Understanding the contractor, agreement, and resource relationship
- Understanding rate types and units of measure
- Managing contractor and agreement data.

Understanding the contractor, agreement, and resource relationship

In ITS, a contract consist of three parts:

- **Contractor.** A business entity that has available resources.
- **Agreement**. One or more OF-294 - Emergency Equipment Rental Agreement (EERA) attached to the contractor. A contractor may have multiple agreements.
- **Specifications**. Conditions the resource must meet to fulfill the agreement.

The following diagram shows the relationship between the contractor, agreement, specifications, and resource.



Understanding rate types and units of measure

Together, rate types and units of measure allow ITS to calculate the cost of the contracted resource. The following list briefly explains rate types and units of measure:

- **Primary rate**. All contracted resources must have a primary rate designation.
- **Special rate**. A contracted resource may or may not have one to five special rate designations.

- **Units of measure**. Units of measure include Daily, Each, Hourly, and Mileage.

Be sure to match the correct rate with the correct unit of measure! For example, a contracted piece of equipment may have a primary, daily rate of $52.00 and a special, mileage rate of $0.32.

Managing contractor and agreement data

This section explains how to review and create contractors and agreements, and how to attach an agreement to the contractor.

To review the list of existing contractors

Determine if the contractor already exists before creating a new one.

---

1 Click the **Contracts** button.

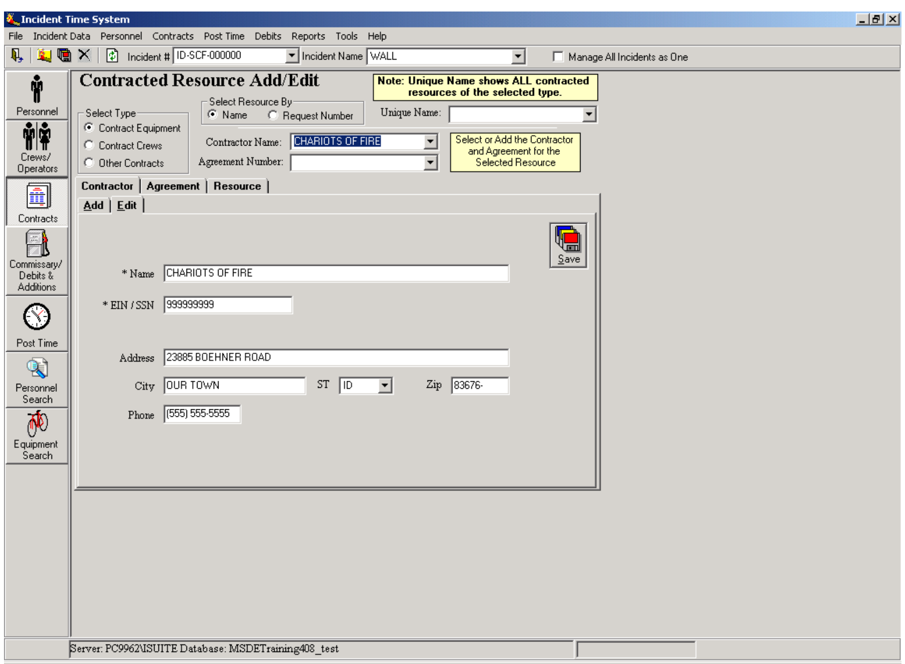
2 On the **Contracted Resource Add/Edit** screen under **Select Type**, click to select one of the following resource **Types**:

- Contract Equipment
- Contract Crews
- Other Contracts.

3 Click the **Contractor Name** drop-down arrow, and then click to select the **Contractor** of your choice.

If the contractor does not appear on the drop-down list, then create one!

The following diagram shows the Contracted Resource Add/Edit screen for contracted equipment.



To create a contractor

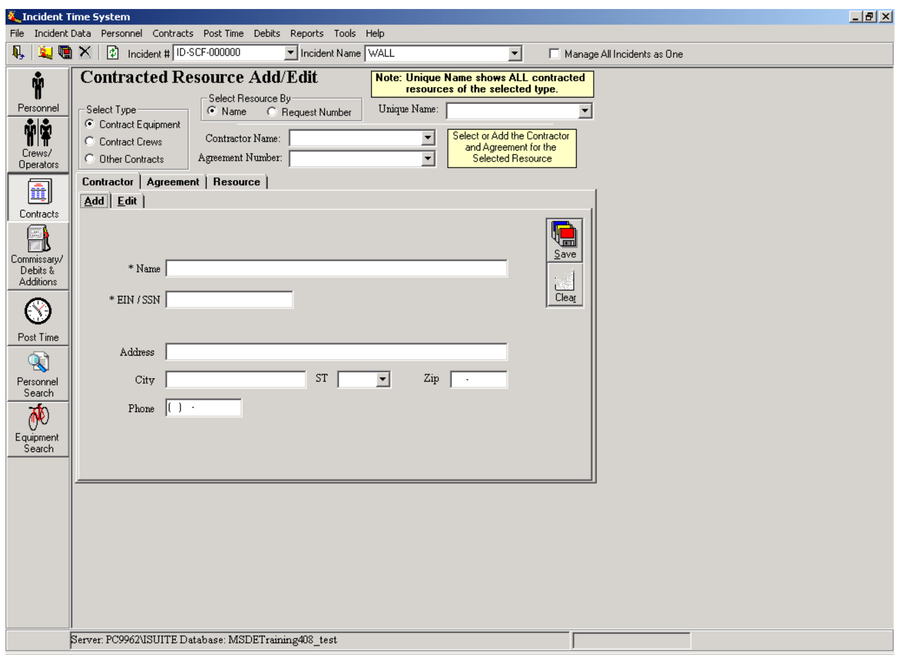
1 On the **Contracted Resource Add/Edit** screen, complete the following information as appropriate

- Name
- EIN/SSN
- Address
- City
- ST
- Zip
- Phone.

2 Click the **Save** button.

Next, determine if an agreement already exists and is attached to the contractor. If not, create an agreement and attach it to the contractor. If so, edit the resource specifications and then link them to the contractor/ agreement.

The following diagram shows the Add tab on the Contracted Resource Add/ Edit screen.



To create an agreement and attach it to the contractor

1 On the **Agreement** tab, click the **Add tab**.

2 In the **Agreement Number** box, type the **Agreement Number**.

3 In the **Begin Date** box, type the beginning date of the agreement, in the format MMDDYYYY.

4 In the **Expiration Date** box, type the expiration date of the agreement, in the format MMDDYYYY.

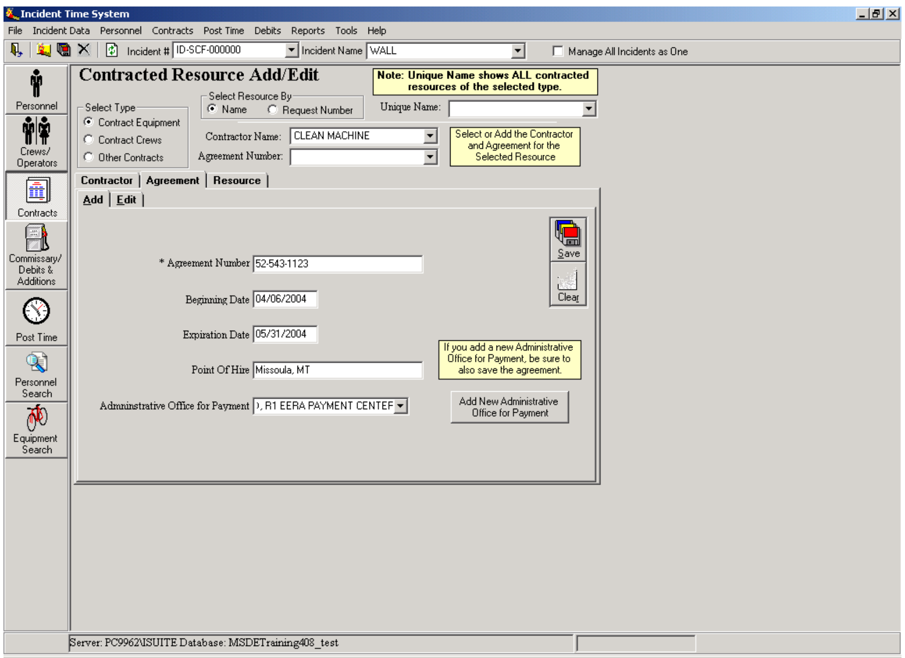
5 In the **Point of Hire** box, type the location at the time of hire.

6 Click the **Administrative Office for Payment** drop-down arrow, and then click to select the **Administrative Office** of your choice.

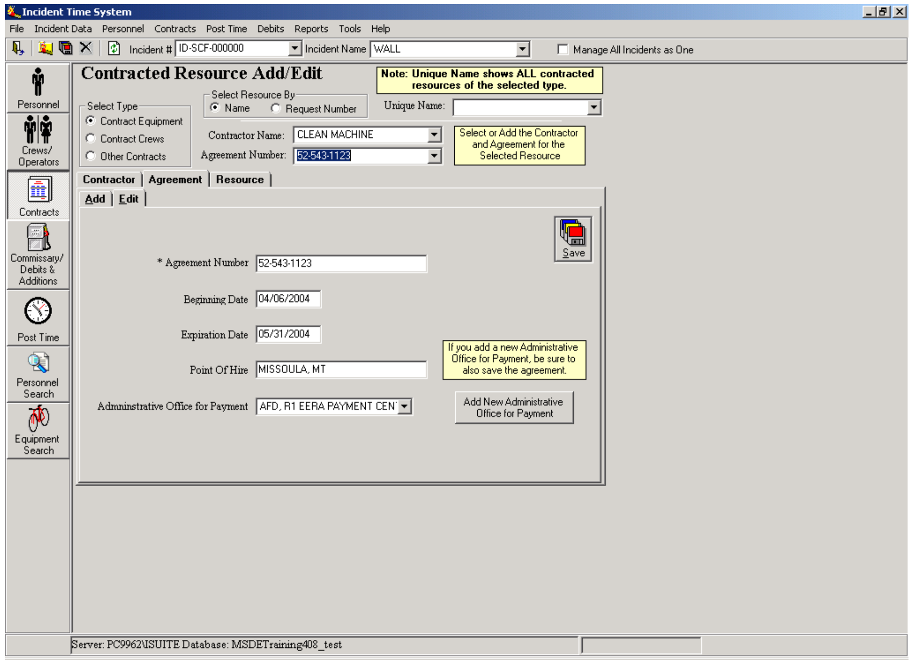
7 To attach the agreement to the contractor, click the **Agreement Number** drop-down arrow, and then click to select the **Agreement Number** of your choice.

8 Click the **Save** button.

The following diagram shows an example of a new agreement on the Contracted Resource Add/Edit screen.



The following diagram shows the new agreement attached to the contractor.



To edit resource specifications and link it to a contractor and agreement

In the integrated environment, the resource is already added to the incident database from IRSS. In ITS, you must edit the resource specifications and create a new name for it, then link the resource together with the contractor and agreement.

1. On the **Contracted Resource Add/Edit** screen under **Select Resource By**, click **Name** or **Request** number.
2. Click the **Unique Name** or **Request Number** drop-down arrow, and then click to select the **Name** or **Request Number** of your choice for the **Contractor/Agreement** of your choice.
3. On the **Resource** tab on the **Edit** tab, type a new, unique name for the resource in the **Unique ID** box.
4. Complete the **Make**, **Model**, and **Remarks** boxes as appropriate.
5. Click to select the **Gov't Operator** and **Gov't Supplies** check boxes, as appropriate.
6. Complete the **Hired Date** and **Time** boxes and the **Release Date** and **Time** boxes, as appropriate.
7. Click to select the **Withdrawn** check box, as appropriate.
8. Click the **Rate Type** drop-down arrow, and then click to select the **Rate Type** of your choice.

9 Click the **Rate** box, and then type the appropriate **Rate** for that **Rate Type** and **Unit of Measure**.

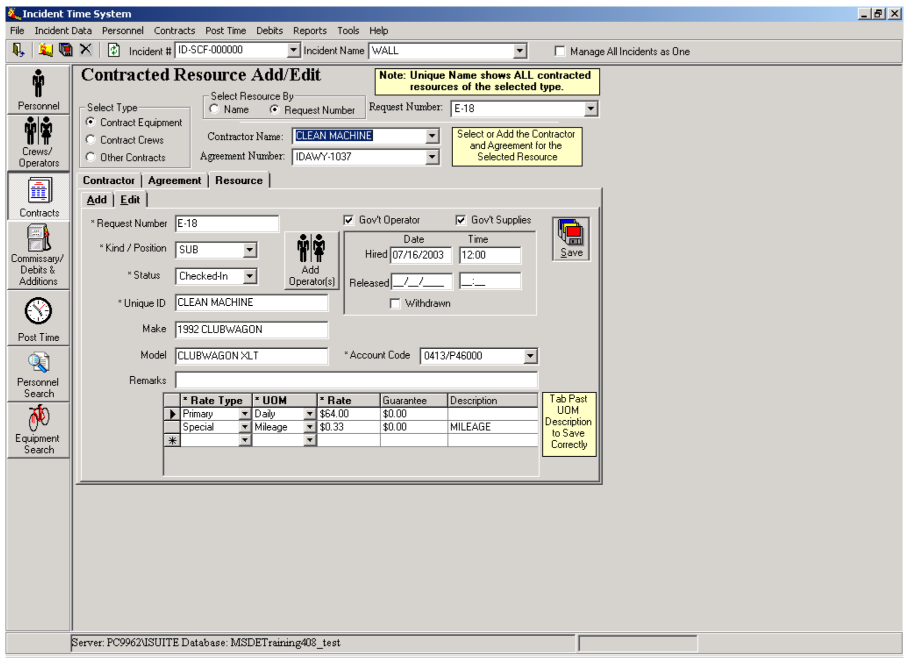
10 Press TAB twice to advance the cursor to the next **Rate Type** box.

11 Verify that the correct **Request Number**, **Contractor Name**, and **Agreement Number** display on the upper portion of the **Contracted Resource Add/Edit** screen.

12 Click the **Save** button.

13 On the **Warning - Check for Correct Agreement/Contractor** dialog box, click **Yes.**

The following diagram shows the Contracted Resource Add/Edit screen for linking a resource to the contractor and agreement.



To add an operator to a resource

If a leader was added by IRSS into the incident database, you will only need to edit the operator information.

1 On the **Contracted Resource Add/Edit** screen under **Select Resource By**, click **Name** or **Request** number.

2 Click the **Unique Name** or **Request Number** drop-down arrow, and then click to select the **Name** or **Request Number** of your choice for the **Contractor/Agreement** of your choice.

3 On the **Resource** tab on the **Edit** tab, click the **Add Operator(s)** button.

4 On the **Crews & Operators Add/Edit** screen, on the **Add** tab on the **Member/Operator** tab, add or edit the following information as appropriate

- First Name
- Last Name
- Social Security number
- Account Code
- Kind/Position
- Status
- AD/Fed/Other
- Agency
- Remarks.

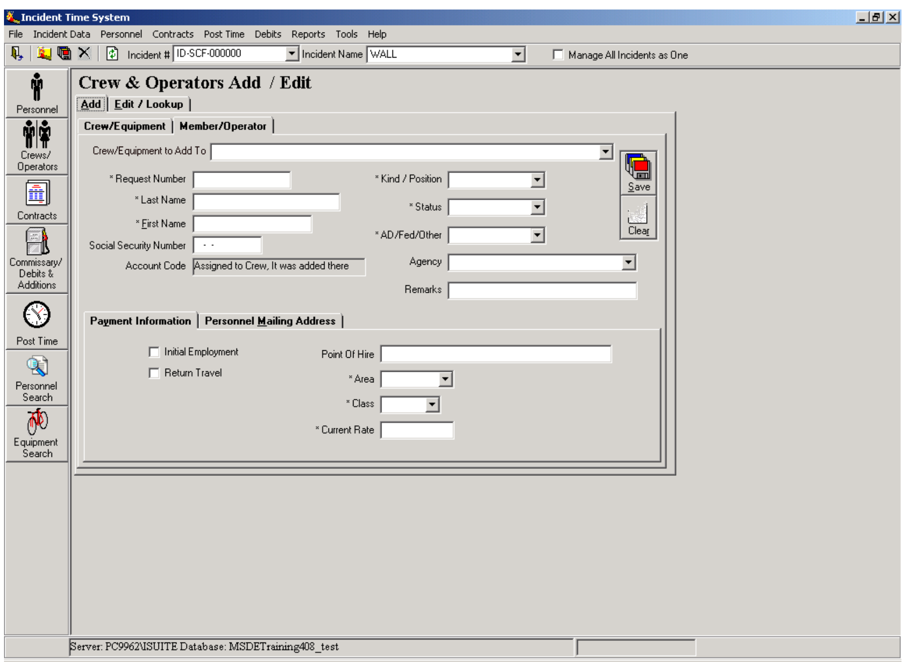
5 Complete the **Payment Information** tab as appropriate.

6 Click and then complete the **Personnel Mailing Address** tab as appropriate.

7 Click the **Save** button.

Add any additional contracted resources using information listed on the EERAs.

The following diagram shows the Member/Operator tab on the Crews & Operators Add/Edit screen for adding an operator to a resource.



Posting time for contracted resources

This section explains how to post time for contracted resources. The SF-297, “Emergency Equipment Shift Ticket,” lists the information you need to post contracted resources time in ITS.

Remember these key points when posting time for contract equipment:

- **Daily rate**. You can post for one date or for a range of dates.
- **Hourly rate**. To ensure a guarantee is posted for equipment not currently being used on any given day but still under hire, enter a minimum of 15 minutes of work time and 1 mile of mileage.
- **Guarantee**. If applicable, the guarantee amount is shown only on the OF-286, but will not display on the Incident Post - Posting Equipment screen.

The following table outlines how to post units of measure for contracted resources in ITS.

To post	*Do this*
Daily rate	Complete **Start Date** and **End Date**.
Hourly rate	Complete **Date** and **Start** and **Stop** times.
Mileage	Complete **Date** and **Miles**.
Each	Complete **Date** and **Each**.
equipment not being used on any given day but still under hire	Enter a minimum of **15 minutes** of work time and **1 Mile**.

The guarantee amount is shown only on the OF-286 but does not display on the Incident Post-Posting Equipment screen.

To post contracted resource time

*Remember, you can click to select the **Use Enter Key as Tab for Posting** check box for faster, 10-key data entry!*

1. Click the **Post Time** button, and then click the **Contract Equipment, Crews and Other** tab.
2. Under **Select Type**, select the equipment type of your choice.
3. Click the **Contractor Name** drop-down arrow, and then click to select the **Contractor Name** of your choice.
4. Perform one of the following
   - click the **Equipment Unique ID** drop-down arrow, and then click to select the **Equipment** of your choice
   - click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice.
5. Click the **Account Code** drop-down arrow, and then click to select the **Account Code** of your choice.

6 Under **Post Options**, click to select the **Rate Type** of your choice.

7 If one-half rate applies, click to select the **1/2 Rate** check box.

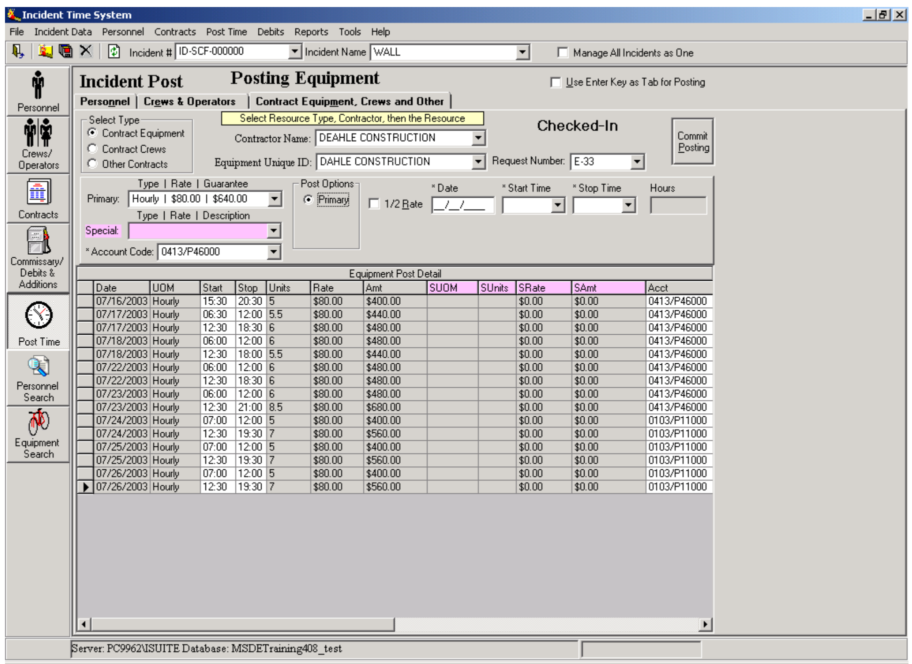
8 Post the required information as appropriate for that **Rate Type** and **Unit of Measure**.

Remember to review the previous table for posting rates and units of measure.

---

9 To commit the posting, click the **Commit Posting** button.

The following diagram shows the Incident Post screen for posting contract equipment time.



To repost a day of time by overwriting the existing entry

When reposting contracted resource time, you can either add to the original posting or overwrite the existing entry.

---

1 Click the **Post Time** button, and then click the **Contract Equipment, Crews and Other** tab.

2 Under **Select Type**, select the equipment type of your choice.

3 Click the **Contractor Name** drop-down arrow, and then click to select the **Contractor Name** of your choice.

4 Perform one of the following

- click the **Equipment Unique ID** drop-down arrow, and then click to select the **Equipment** of your choice
- click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice.

5 Click the **Account Code** drop-down arrow, and then click to select the **Account Code** of your choice.

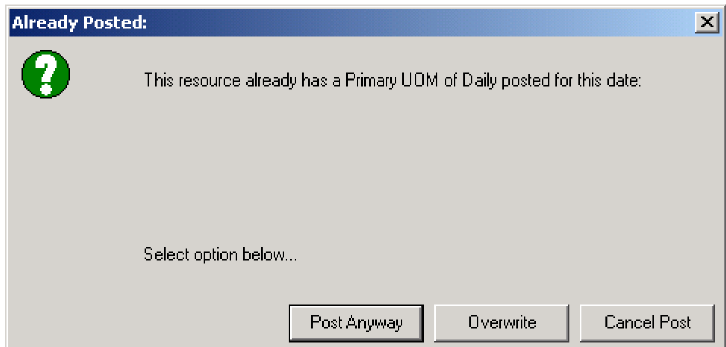
6 Under **Post Options**, click to select the **Rate Type** of your choice.

7 Complete the appropriate **Start Date** and **End Date** boxes.

8 To commit the posting, click the **Commit Posting** button.

9 On the **Already Posted** dialog box, click the **Overwrite** button.

The following diagram shows the Already Posted dialog box.



To delete a row of posted time

1 Click the cursor in the **Acct** column for the row of time you want to delete.

2 On the **ITS toobar**, click the **Delete** button.

To review an OF-286 for contracted resources

The OF-286 is an invoice for a contracted resource on an incident, and lists the rates and dates the contracted resource was used.

1 On the **Reports** menu, click **OF-286 w/ Deductions**.

2 On the **OF-286** dialog box, perform one of the following

- click the **Contractor** drop-down arrow, and then click to select the **Contractor Name** of your choice
- click the **Agreement** drop-down arrow, and then click to select the **Agreement** of your choice.
- click the **Equipment** drop-down arrow, and then click to select the **Equipment** of your choice.

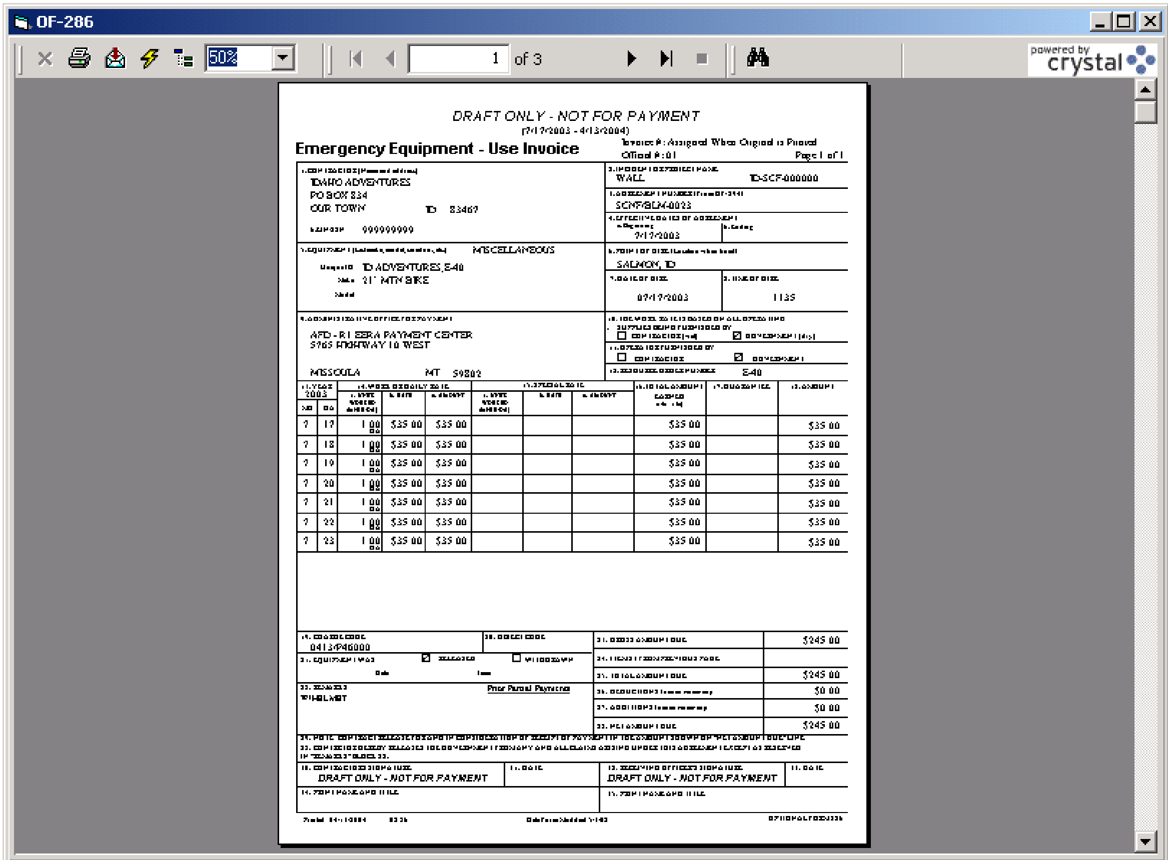
3 Under **Report Options**, click to select one of the following

- OF-286 with Itemized Deductions
- OF-286 Only
- Itemized Deductions Only.

4 To preview the report, click the **Preview Report** button.

5 To print the report, click the **Print Report** button.

The following diagram shows a sample OF-286 for a contracted resource.



Working with commissary debits and additions

Working with commissary debits and additions is straightforward. Once you select a resource, enter the date, description, and amount. Then review the details of the transactions on the OF-288 and OF-286.

To preview a Commissary Authorization form

You can view and/or print a Commissary Authorization form by request number, crew name, or person.

1 On the **Reports** menu, click **Commissary Authorization**.

2 On the **Commissary Authorization** dialog box, perform one of the following

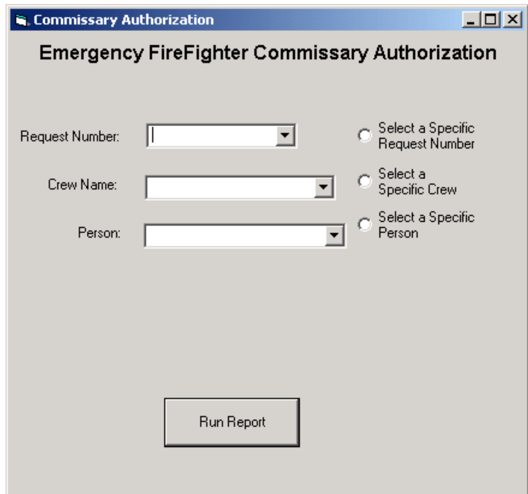
- click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice
- click the **Crew Name** drop-down arrow, and then click to select the **Crew Name** of your choice.

- click the **Person** drop-down arrow, and then click to select the **Person** of your choice.

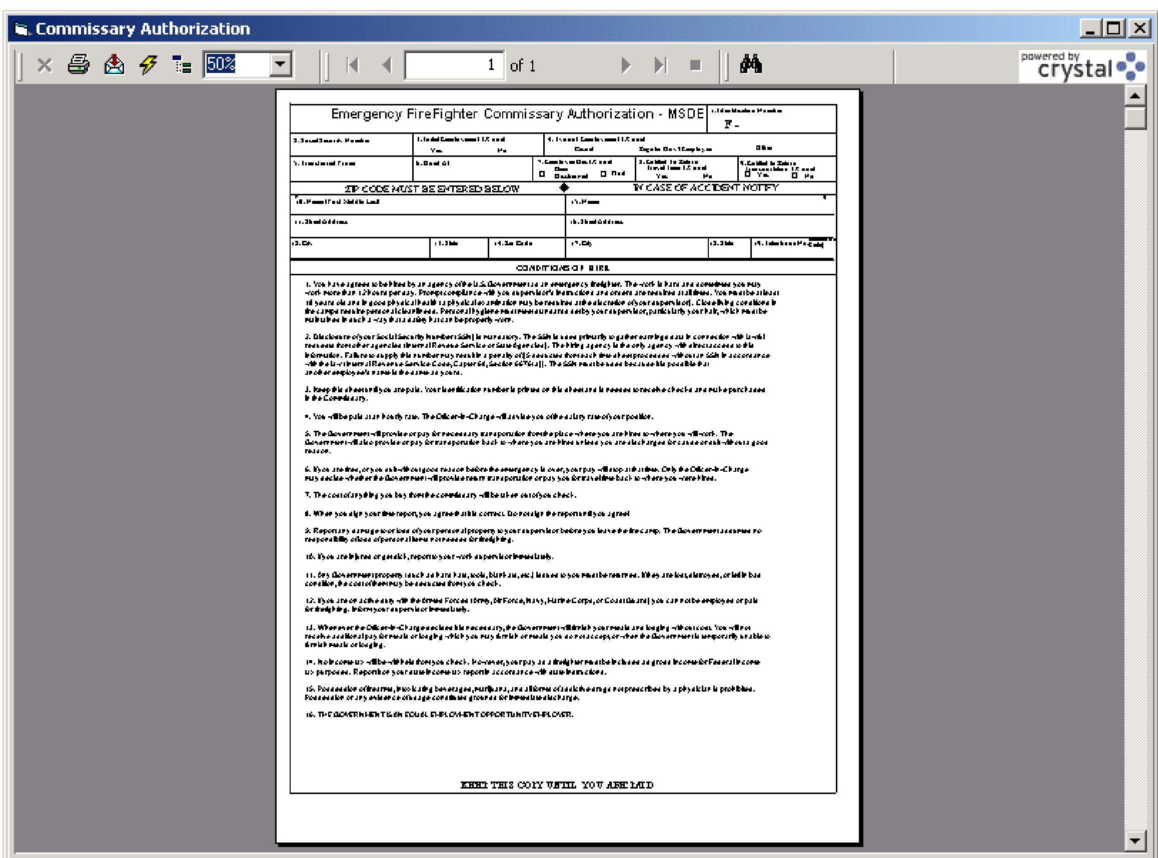
3 Click the **Run Report** button.

4 To print the report, click the **Print Report** icon.

The following diagram shows the Commissary Authorization dialog box.



The following diagram shows a sample Emergency FireFighter Commissary Authorization as it appears on your screen.



To post deductions to a personnel resource

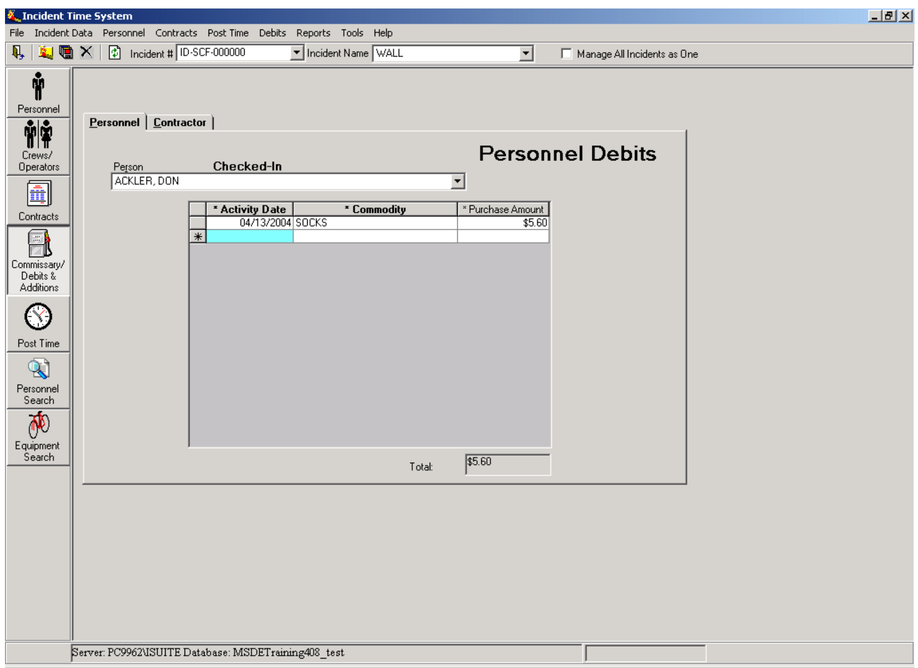
Remember to press TAB to advance the cursor to the next box. Information you enter is auto-saved as soon as you enter a new blank line.

1. Click the **Commissary/Debits & Additions** button.
2. On the **Personnel** tab, click the **Person** drop-down arrow, and then click to select the **Person** of your choice.
3. In the **Activity Date** column, type the **Date** in the format MMDDYYYY.
4. In the **Commodity** column, type the name of the **Commodity**.

   Commodities include items such as socks, boots, and toiletries.

5. In the **Purchase Amount** column, type the **Purchase Amount** for those commodities, in the format 99.99.
6. To save the charges and advance to the next new line, press TAB.

The following diagram shows a sample Personnel Debits screen.



To post contractor deductions to a resource

1. Click the **Commissary/Debits & Additions** button, and then click the **Contractor** tab.
2. Under **Select Type**, click to select one of the following
   - Contract Equipment
   - Contract Crews
   - Other Contracts.

3 Click the **Contractor Name** drop-down arrow, and then click to select the **Contractor Name** of your choice.

4 Click the **Contract Resource** drop-down arrow, and then click to select the **Contract Resource** of your choice.

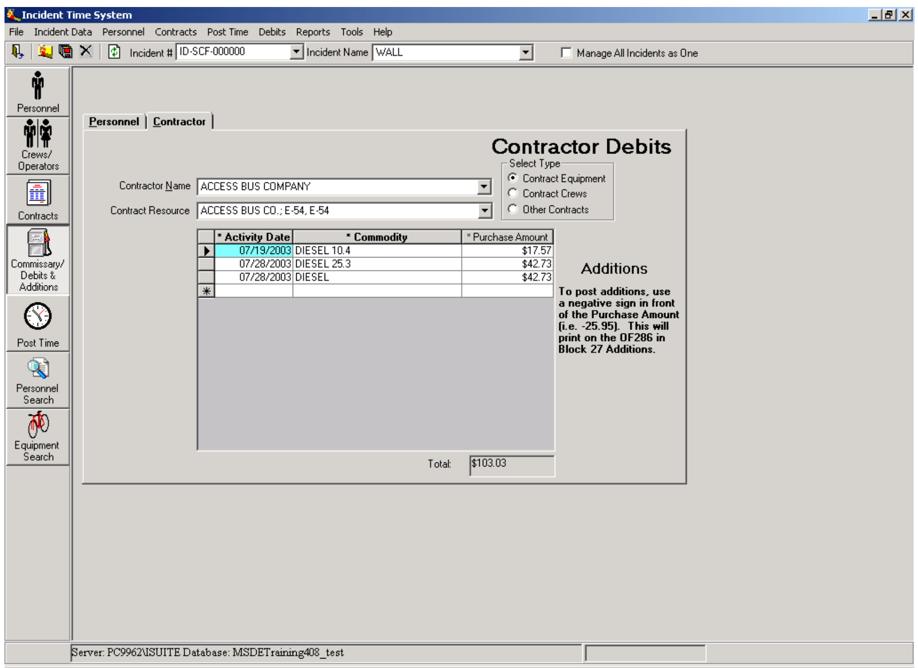
5 In the **Activity Date** column, type the **Date** in the format MMDDYYYY.

6 In the **Commodity** column, type the name of the **Commodity**.

7 In the **Purchase Amount** column, type the **Purchase Amount** for those commodities, in the format 99.99.

8 To save the charges and advance to the next new line, press TAB.

The following diagram shows the Contractor Debits screen.



To post a contractor addition

1 Click the **Commissary/Debits & Additions** button, and then click the **Contractor** tab.

2 On the **Contractor** tab under **Select Type**, click to select the **Type** of your choice.

3 Click to select the **Contractor Name** and **Contract Resource** of your choice.

4 In the **Activity Date** column, type the **Date** in the format MMDDYYYY.

5 In the **Commodity** column, type the **Commodity**.

6 In the **Purchase Amount** column, type **-Purchase Amount** for those commodities.

Typing "-" (minus sign) in front of the Purchase Amount allows you to post an addition to the OF-286 report.

7 To save the charges and advance to the next new line, press TAB.

Notice that the negative symbol is replaced by parentheses in the purchase amount column.

To review an OF-288 for resources with posted deductions and additions

The deductions page displays on a separate window, behind the OF-288 and the OF-286.

1 On the **Reports** menu, click **OF-288**.

2 On the **OF-288** dialog box, click to select one of the following

- Request Number
- Crew Name
- Person.

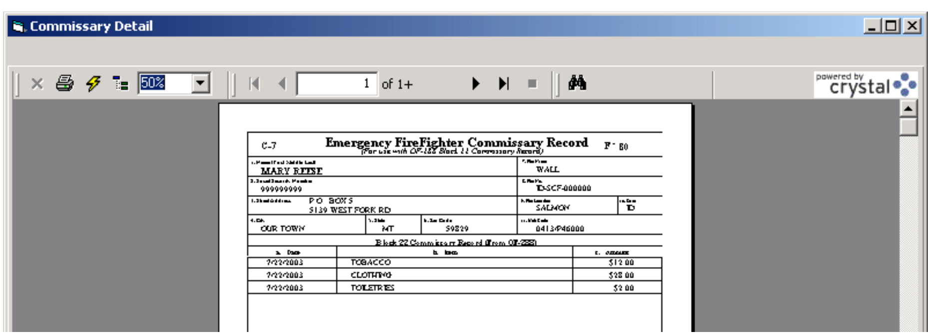
3 To view the final OF-288 for the crew leaving the incident, click to select the **Final** check box.

4 To preview the OF-288, click the **Preview Report** button.

5 To review the deductions page of the OF-288, click the **Minimize** button on the OF-288 window.

6 To print the OF-288, click the **Print Report** button.

The following diagram shows a sample Commissary Record as it appears on your screen.



To review an OF-286 for resources with posted deductions and additions

1 On the **Reports** menu, click **OF-286 w/ Deductions**.

2 On the **OF-286** dialog box, click the **Contractor** drop-down arrow, and then click to select the **Contractor Name** of your choice.

3 Click the **Agreement** drop-down arrow, and then click to select the **Agreement** of your choice.

4 Click the **Equipment** drop-down arrow, and then click to select the **Equipment** of your choice.

5 Under **Report Options**, click to select one of the following

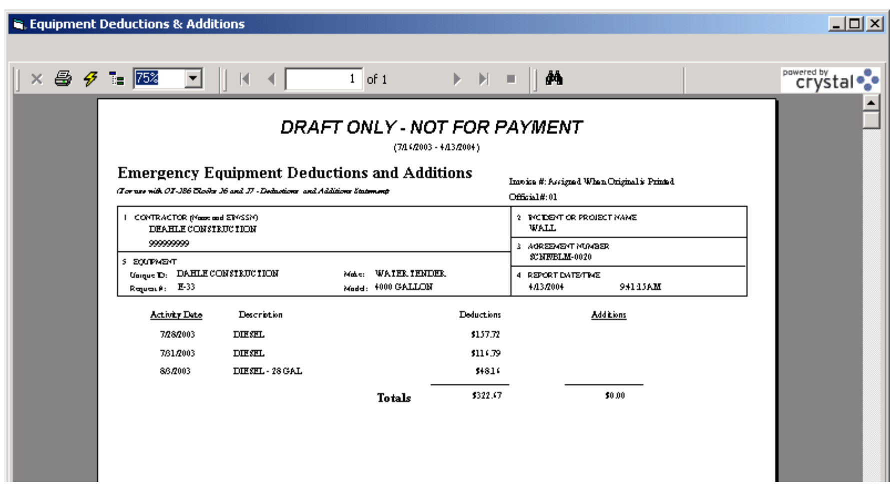
- OF-286 with Itemized Deductions
- OF-286 Only
- Itemized Deductions Only.

6 To preview the OF-288, click the **Preview Report** button.

7 To review the deductions page of the OF-286, click the **Minimize** button on the OF-286 window.

8 To print the OF-286, click the **Print Report** button.

The following diagram shows a sample Emergency Equipment Deductions and Additions report as it appears on your screen.



Working with reports

This section explains how to prepare, view, and print reports available in ITS. The Reports menu lists management, equipment, commissary authorization, crew roster, and pay document reports.

To review and print a Commissary Authorization form

You can view and/or print a Commissary Authorization form by request number, crew name, or person.

1 On the **Reports** menu, click **Commissary Authorization**.

2 On the **Commissary Authorization** dialog box, perform one of the following

- click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice
- click the **Crew Name** drop-down arrow, and then click to select the **Crew Name** of your choice.
- click the **Person** drop-down arrow, and then click to select the **Person** of your choice.

3 Click the **Run Report** button.

4 To print the report, click the **Print Report** icon.

To view and print a crew roster

This report lists the names of individual crew members for a crew.

1 On the **Reports** menu, click **Crew Roster**.

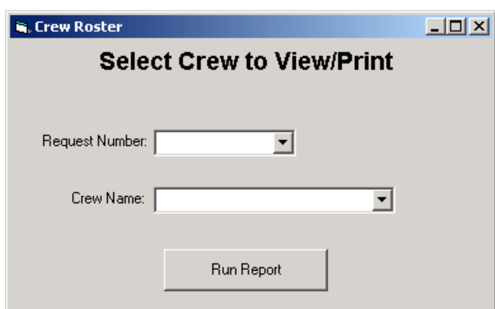
2 On the **Crew Roster** dialog box, perform one of the following

- click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice
- click the **Crew Name** drop-down arrow, and then click to select the **Crew Name/Equipment** of your choice.

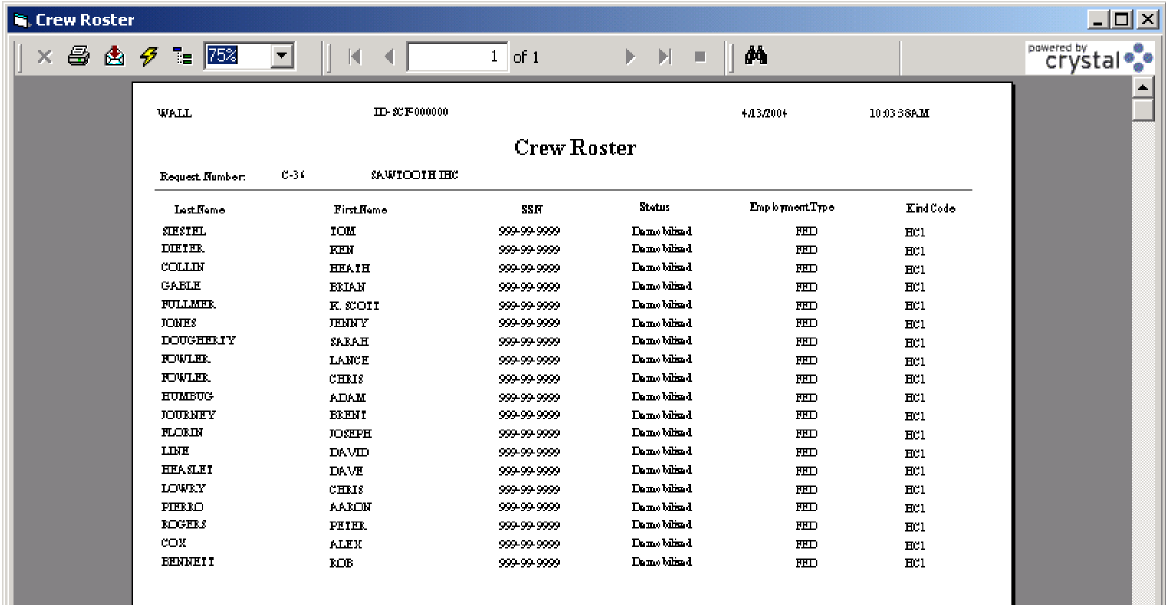
3 Click the **Run Report** button.

4 To print the report, click the **Print Report** icon.

The following diagram shows the Crew Roster dialog box.



The following diagram shows a sample Crew Roster as it appears on your screen.



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Crew Roster

Request Number: C-34 SAWTOOTH IHC

Last Name	First Name	SSN	Status	Employment Type	Kind Code
SIESTEL	TOM	999-99-9999	Demobilized	FED	HC1
DIETER	KEN	999-99-9999	Demobilized	FED	HC1
COLLIN	HEATH	999-99-9999	Demobilized	FED	HC1
GABLE	BRIAN	999-99-9999	Demobilized	FED	HC1
FULLMER	K. SCOTT	999-99-9999	Demobilized	FED	HC1
JONES	JENNY	999-99-9999	Demobilized	FED	HC1
DOUGHERTY	SARAH	999-99-9999	Demobilized	FED	HC1
FOWLER	LANCE	999-99-9999	Demobilized	FED	HC1
FOWLER	CHRIS	999-99-9999	Demobilized	FED	HC1
HUMBUG	ADAM	999-99-9999	Demobilized	FED	HC1
JOURNEY	BRENT	999-99-9999	Demobilized	FED	HC1
FLORIN	JOSEPH	999-99-9999	Demobilized	FED	HC1
LINE	DAVID	999-99-9999	Demobilized	FED	HC1
HEASLET	DAVE	999-99-9999	Demobilized	FED	HC1
LOWRY	CHRIS	999-99-9999	Demobilized	FED	HC1
PIERRO	AARON	999-99-9999	Demobilized	FED	HC1
ROGERS	PETER	999-99-9999	Demobilized	FED	HC1
COX	ALEX	999-99-9999	Demobilized	FED	HC1
BENNETT	BOB	999-99-9999	Demobilized	FED	HC1

To prepare a Shifts in Excess of Standard Hours report

This report lists shifts that exceed standards and allows you to identify initial attack shifts and other shift issues that need documentation.

1 On the **Reports** menu, click **Shifts in Excess of Standard Hrs**.

2 On the **Shifts in Excess of Standard Hours Report** dialog box, perform one or more of the following as appropriate

- click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice
- click the **Person** drop-down arrow, and then click to select the **Person** of your choice.

3 Click the **Start Date** drop-down arrow, and then click to select the **Start Date** of your choice.

4 Click the **End Date** drop-down arrow, and then click to select the **End Date** of your choice.

5 In the **Excess Hours** box, type the minimum total number of **Excess Hours** to be reported.

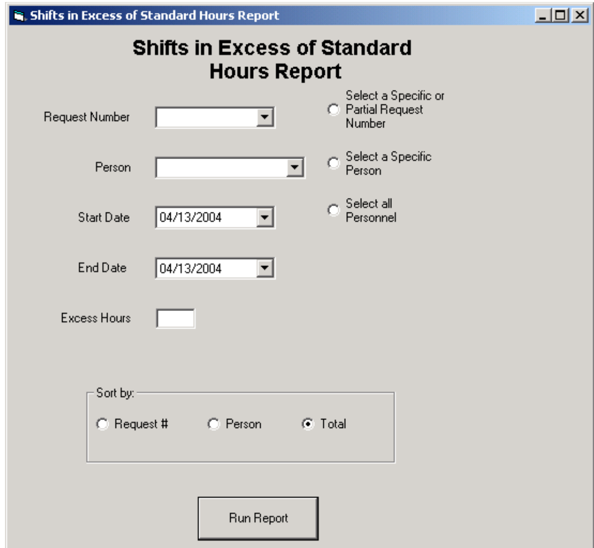
6 Under **Sort by**, click to select one of the following

- Request #
- Person
- Total.

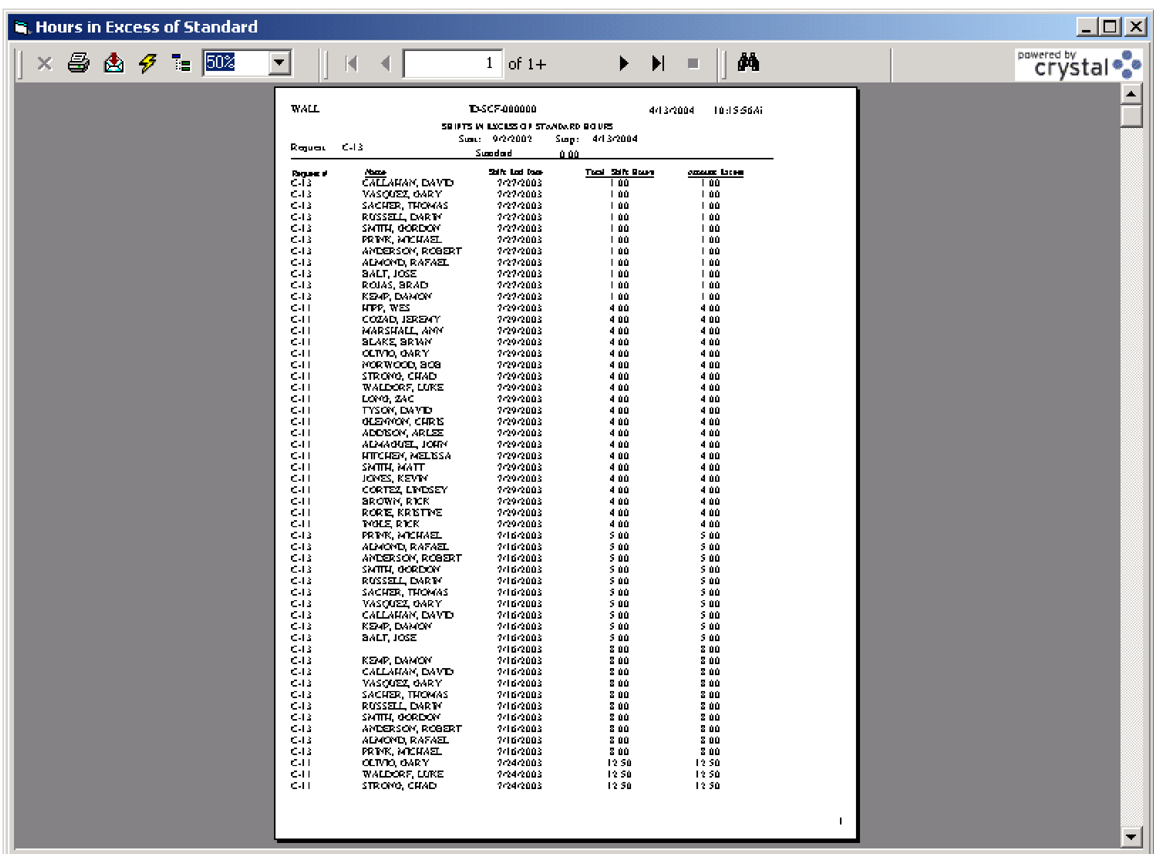
7 Click the **Run Report** button.

8 To print the report, click the **Print Report** icon.

The following diagram shows the Shifts in Excess of Standard Hours Report dialog box.



The following diagram shows a sample Shifts in Excess of Standard Hours report, as it appears on your screen.

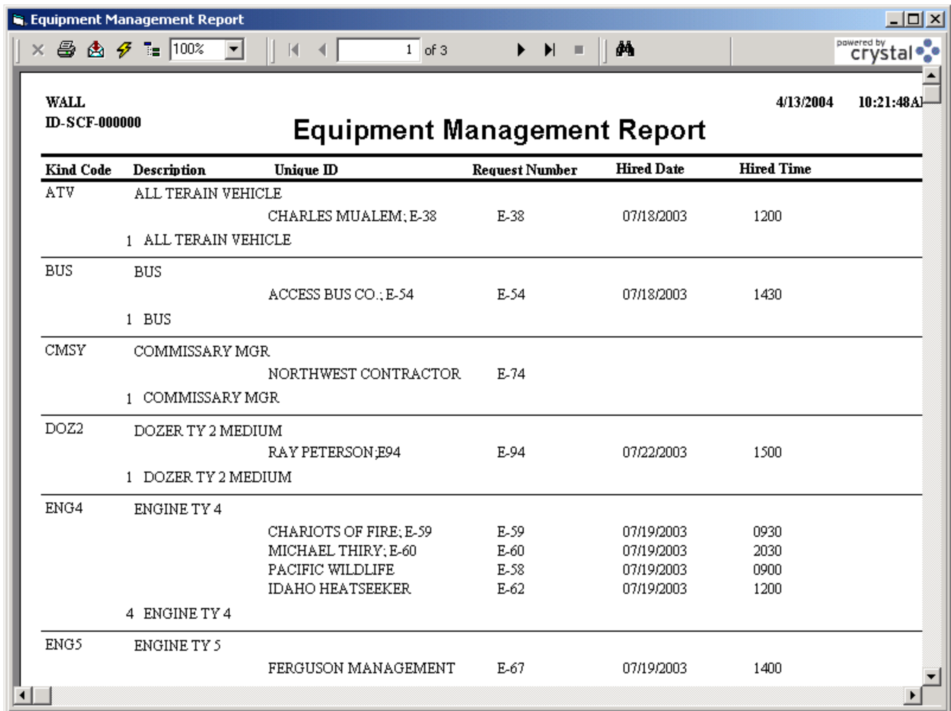


To view the Equipment Management Report

1 On the **Reports** menu, click **Equipment Management**.

2 To print the report, click the **Print Report** icon.

The following diagram shows a sample Equipment Management Report as it appears on your screen.



WALL
ID-SCF-000000

4/13/2004 10:21:48AM

Equipment Management Report

Kind Code	Description	Unique ID	Request Number	Hired Date	Hired Time
ATV	ALL TERAIN VEHICLE				
		CHARLES MUALEM; E-38	E-38	07/18/2003	1200
	1 ALL TERAIN VEHICLE				
BUS	BUS				
		ACCESS BUS CO.; E-54	E-54	07/18/2003	1430
	1 BUS				
CMSY	COMMISSARY MGR				
		NORTHWEST CONTRACTOR	E-74		
	1 COMMISSARY MGR				
DOZ2	DOZER TY 2 MEDIUM				
		RAY PETERSON;E94	E-94	07/22/2003	1500
	1 DOZER TY 2 MEDIUM				
ENG4	ENGINE TY 4				
		CHARIOTS OF FIRE; E-59	E-59	07/19/2003	0930
		MICHAEL THIRY; E-60	E-60	07/19/2003	2030
		PACIFIC WILDLIFE	E-58	07/19/2003	0900
		IDAHO HEATSEEKER	E-62	07/19/2003	1200
	4 ENGINE TY 4				
ENG5	ENGINE TY 5				
		FERGUSON MANAGEMENT	E-67	07/19/2003	1400

To view the Contractor Debits Report

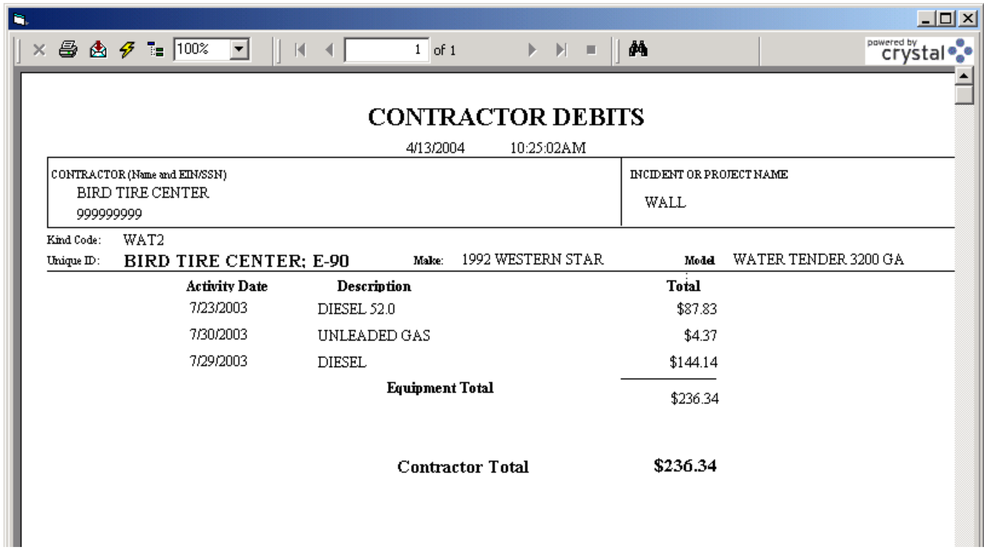
1 On the **Reports** menu, click **Contractor Debits**.

2 On the **Contractor Debits** dialog box, click the **Contractor** drop-down arrow, and then click to select the **Contractor** of your choice.

3 Click the **Run Report** button.

4 To print the report, click the **Print Report** icon.

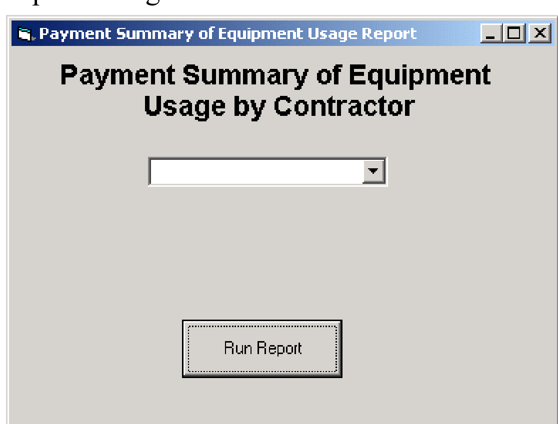
The following diagram shows a sample Contractor Debits report as it appears on your screen.



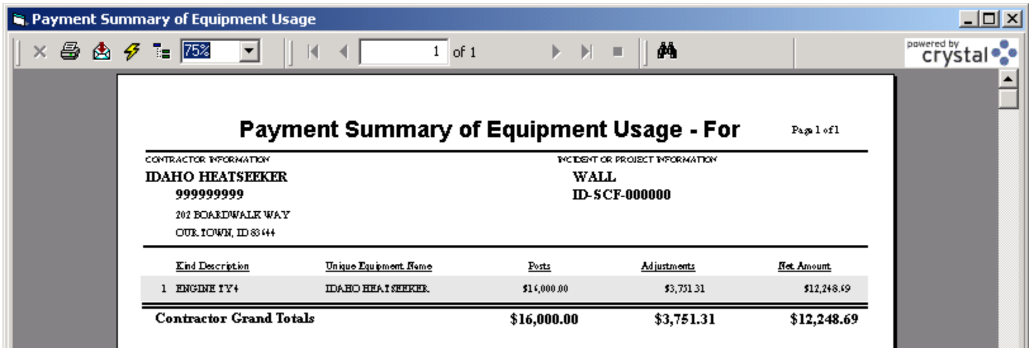
To view the Payment Summary of Equipment report

1. On the **Reports** menu, click **Payment Summary of Equipment**.
2. On the **Payment Summary of Equipment Usage Report** dialog box, click the drop-down arrow, and then click to select the **Contractor** of your choice.
3. Click the **Run Report** button.
4. To print the report, click the **Print Report** icon.

The following diagram shows the Payment Summary of Equipment Usage Report dialog box.



The following diagram shows a sample Payment Summary of Equipment report as it appears on your screen.



To view the Summarization of Hours Worked report

1 On the **Reports** menu, click **Summary of Hours Worked**.

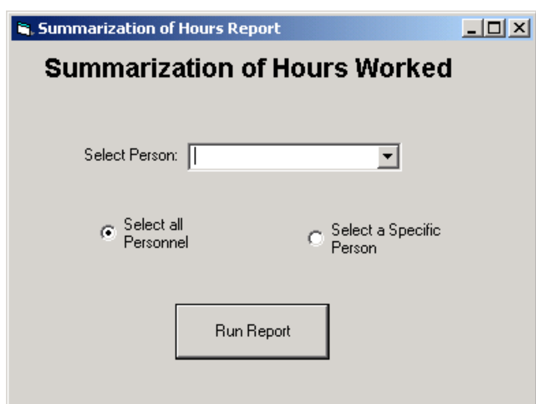
2 On the **Summarization of Hours Report** dialog box, perform one of the following

- to obtain information for an individual, click the **Select Person** drop-down arrow, and then click to select the **Person** of your choice.
- to obtain information for all personnel, click **Select All Personnel**.

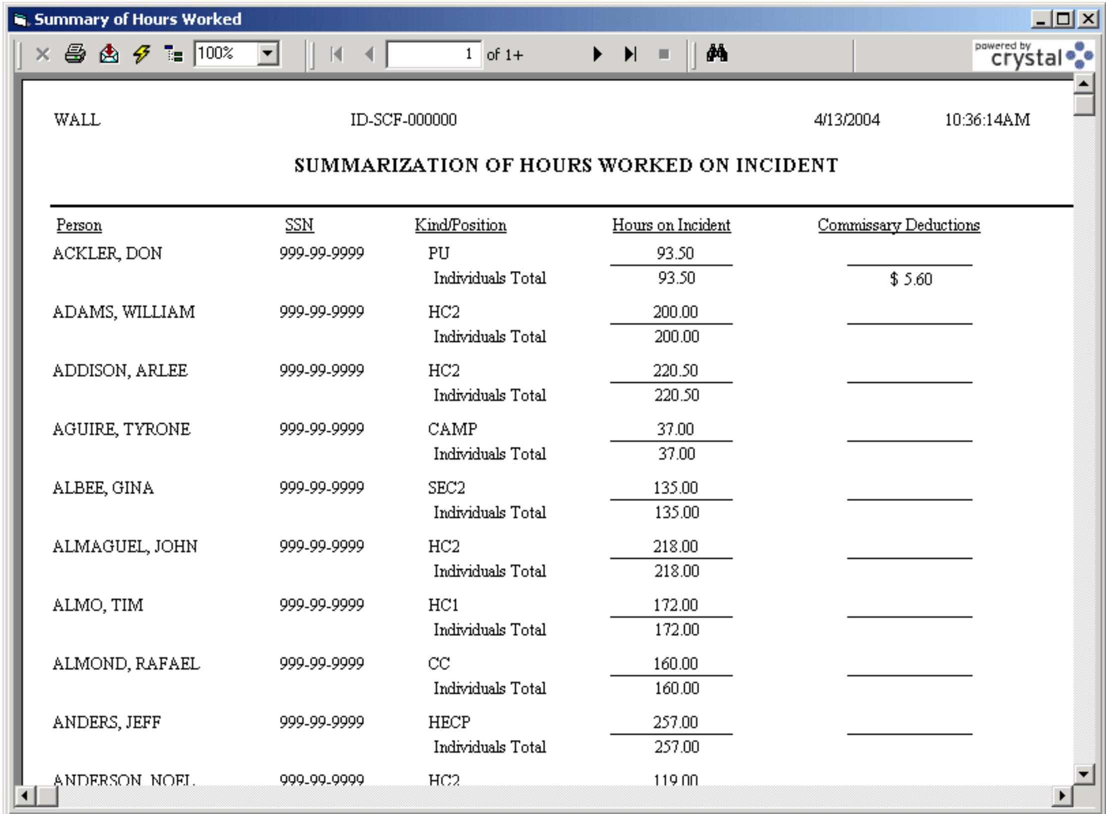
3 Click the **Run Report** button.

4 To print the report, click the **Print Report** icon.

The following diagram shows the Summarization of Hours Report dialog box.



The following diagram show a sample Summarization of Hours Worked on Incident report as it appears on your screen.



Summary of Hours Worked

WALL ID-SCF-000000 4/13/2004 10:36:14AM

SUMMARIZATION OF HOURS WORKED ON INCIDENT

Person	SSN	Kind/Position	Hours on Incident	Commissary Deductions
ACKLER, DON	999-99-9999	PU	93.50	
		Individuals Total	93.50	$ 5.60
ADAMS, WILLIAM	999-99-9999	HC2	200.00	
		Individuals Total	200.00	
ADDISON, ARLEE	999-99-9999	HC2	220.50	
		Individuals Total	220.50	
AGUIRE, TYRONE	999-99-9999	CAMP	37.00	
		Individuals Total	37.00	
ALBEE, GINA	999-99-9999	SEC2	135.00	
		Individuals Total	135.00	
ALMAGUEL, JOHN	999-99-9999	HC2	218.00	
		Individuals Total	218.00	
ALMO, TIM	999-99-9999	HC1	172.00	
		Individuals Total	172.00	
ALMOND, RAFAEL	999-99-9999	CC	160.00	
		Individuals Total	160.00	
ANDERS, JEFF	999-99-9999	HECP	257.00	
		Individuals Total	257.00	
ANDERSON, NOEL	999-99-9999	HC2	119.00	

Performing searches for personnel or equipment

This section explains how to perform personnel and equipment searches and how to sort data elements by column heading.

Personnel and equipment searches are performed in the same manner. By performing a search, you can:

- query on one or more data elements
- find a resource and determine whether a name is connected to the wrong resource.

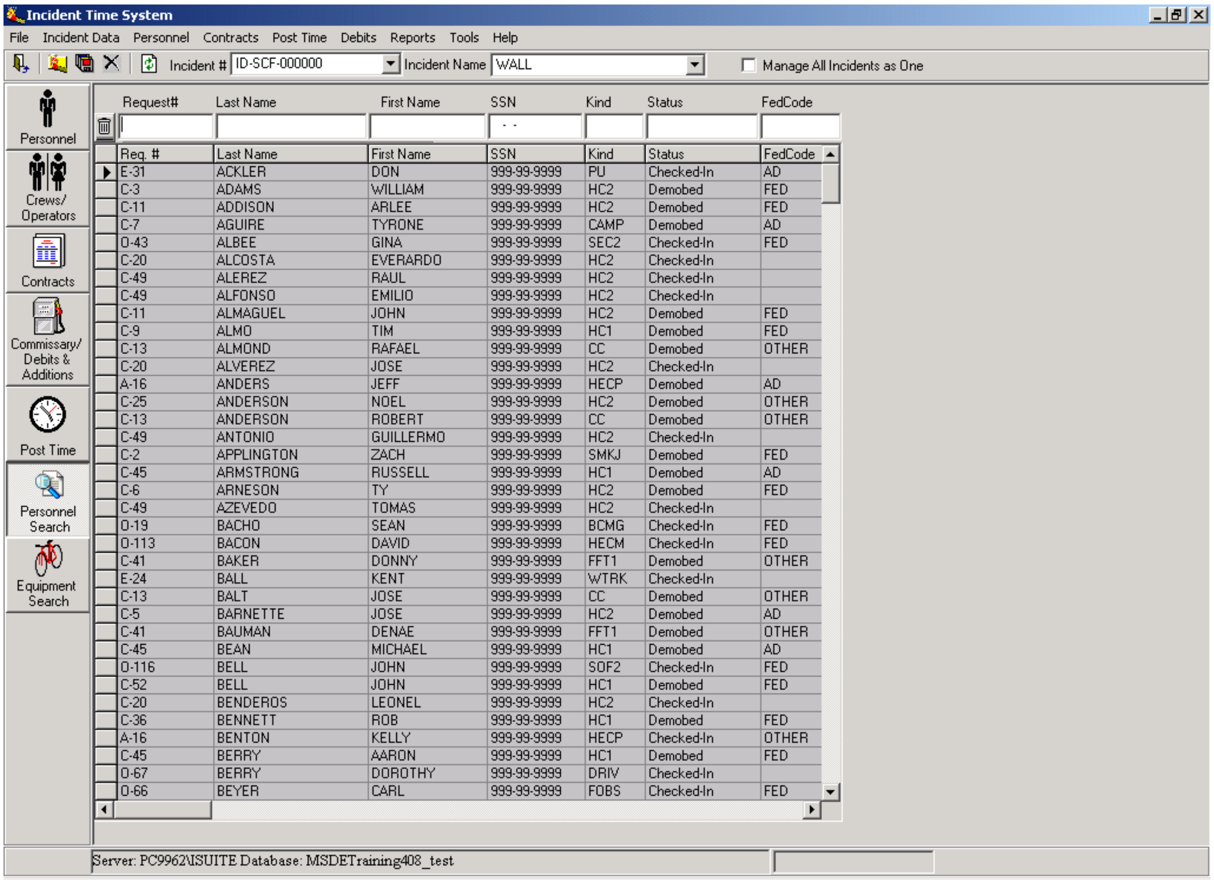
By using the sort feature in ITS, you can organize the data elements to suit your reporting needs.

To perform a personnel or equipment search

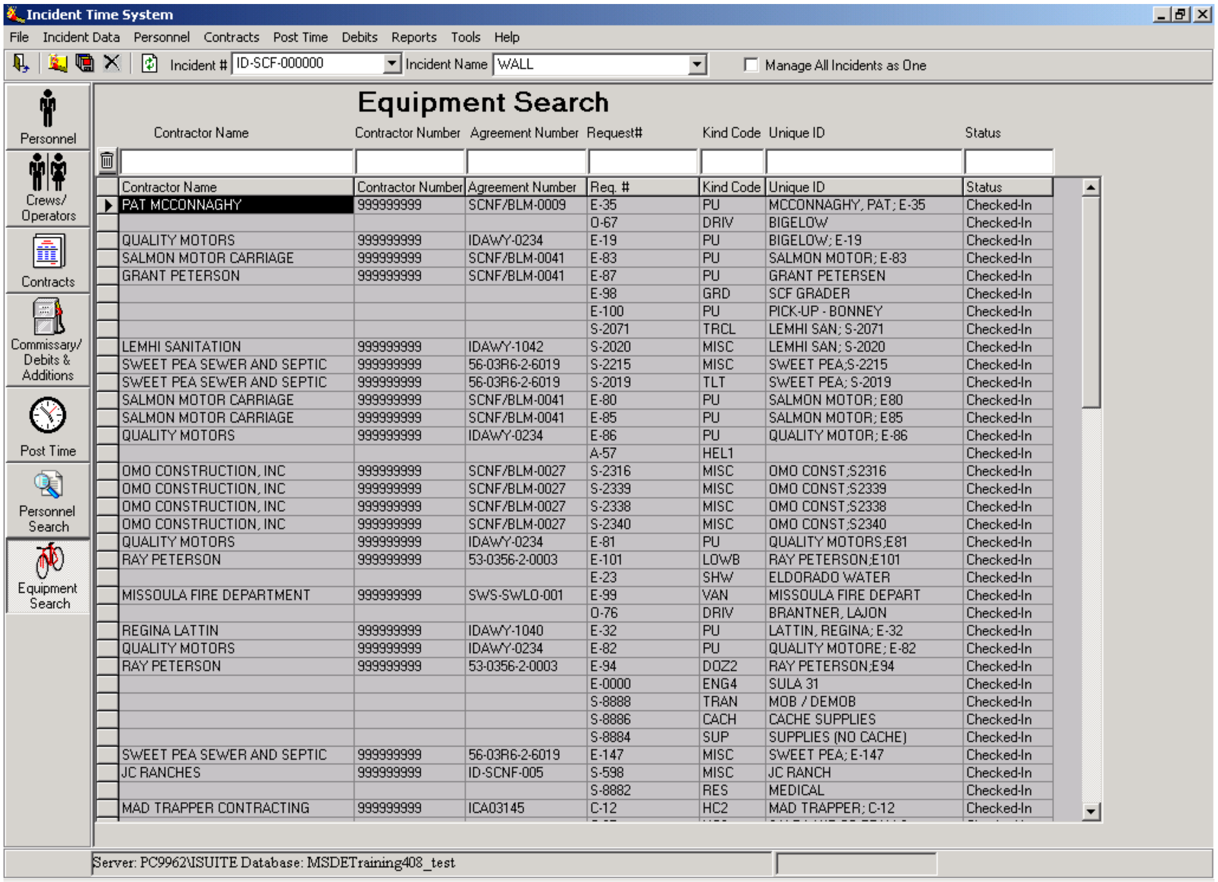
1. Click the **Personnel Search** button or the **Equipment Search** button.
2. Locate the column heading that identifies the data element for your search.

3 To narrow your search, click in the blank cell above the column heading of your choice, type the first several characters of the target data element, and then press TAB.

The following diagram shows the Personnel Search screen.



The following diagram shows the Equipment Search screen.



Contractor Name	Contractor Number	Agreement Number	Req. #	Kind Code	Unique ID	Status
PAT MCCONNAGHY	999999999	SCNF/BLM-0009	E-35	PU	MCCONNAGHY, PAT; E-35	Checked-In
			O-67	DRIV	BIGELOW	Checked-In
QUALITY MOTORS	999999999	IDAWY-0234	E-19	PU	BIGELOW; E-19	Checked-In
SALMON MOTOR CARRIAGE	999999999	SCNF/BLM-0041	E-83	PU	SALMON MOTOR; E-83	Checked-In
GRANT PETERSON	999999999	SCNF/BLM-0041	E-87	PU	GRANT PETERSEN	Checked-In
			E-98	GRD	SCF GRADER	Checked-In
			E-100	PU	PICK-UP - BONNEY	Checked-In
			S-2071	TRCL	LEMHI SAN; S-2071	Checked-In
LEMHI SANITATION	999999999	IDAWY-1042	S-2020	MISC	LEMHI SAN; S-2020	Checked-In
SWEET PEA SEWER AND SEPTIC	999999999	56-03R6-2-6019	S-2215	MISC	SWEET PEA;S-2215	Checked-In
SWEET PEA SEWER AND SEPTIC	999999999	56-03R6-2-6019	S-2019	TLT	SWEET PEA; S-2019	Checked-In
SALMON MOTOR CARRIAGE	999999999	SCNF/BLM-0041	E-80	PU	SALMON MOTOR; E80	Checked-In
SALMON MOTOR CARRIAGE	999999999	SCNF/BLM-0041	E-85	PU	SALMON MOTOR; E85	Checked-In
QUALITY MOTORS	999999999	IDAWY-0234	E-86	PU	QUALITY MOTOR; E-86	Checked-In
			A-57	HEL1		Checked-In
OMO CONSTRUCTION, INC	999999999	SCNF/BLM-0027	S-2316	MISC	OMO CONST;S2316	Checked-In
OMO CONSTRUCTION, INC	999999999	SCNF/BLM-0027	S-2339	MISC	OMO CONST;S2339	Checked-In
OMO CONSTRUCTION, INC	999999999	SCNF/BLM-0027	S-2338	MISC	OMO CONST;S2338	Checked-In
OMO CONSTRUCTION, INC	999999999	SCNF/BLM-0027	S-2340	MISC	OMO CONST;S2340	Checked-In
QUALITY MOTORS	999999999	IDAWY-0234	E-81	PU	QUALITY MOTORS;E81	Checked-In
RAY PETERSON	999999999	53-0356-2-0003	E-101	LOWB	RAY PETERSON;E101	Checked-In
			E-23	SHW	ELDORADO WATER	Checked-In
MISSOULA FIRE DEPARTMENT	999999999	SWS-SWLO-001	E-99	VAN	MISSOULA FIRE DEPART	Checked-In
			O-76	DRIV	BRANTNER, LAJON	Checked-In
REGINA LATTIN	999999999	IDAWY-1040	E-32	PU	LATTIN, REGINA; E-32	Checked-In
QUALITY MOTORS	999999999	IDAWY-0234	E-82	PU	QUALITY MOTORE; E-82	Checked-In
RAY PETERSON	999999999	53-0356-2-0003	E-94	DOZ2	RAY PETERSON;E94	Checked-In
			E-0000	ENG4	SULA 31	Checked-In
			S-8888	TRAN	MOB / DEMOB	Checked-In
			S-8886	CACH	CACHE SUPPLIES	Checked-In
			S-8884	SUP	SUPPLIES (NO CACHE)	Checked-In
SWEET PEA SEWER AND SEPTIC	999999999	56-03R6-2-6019	E-147	MISC	SWEET PEA; E-147	Checked-In
JC RANCHES	999999999	ID-SCNF-005	S-598	MISC	JC RANCH	Checked-In
			S-8882	RES	MEDICAL	Checked-In
MAD TRAPPER CONTRACTING	999999999	ICA03145	C-12	HC2	MAD TRAPPER; C-12	Checked-In

To sort data elements by column heading

1 Click the **Personnel Search** button or the **Equipment Search** button.

2 Locate the column heading that identifies the data element you want to sort, and then click that column heading title.

Putting it all together

This section explains some advanced topics you can perform in ITS, including how to:

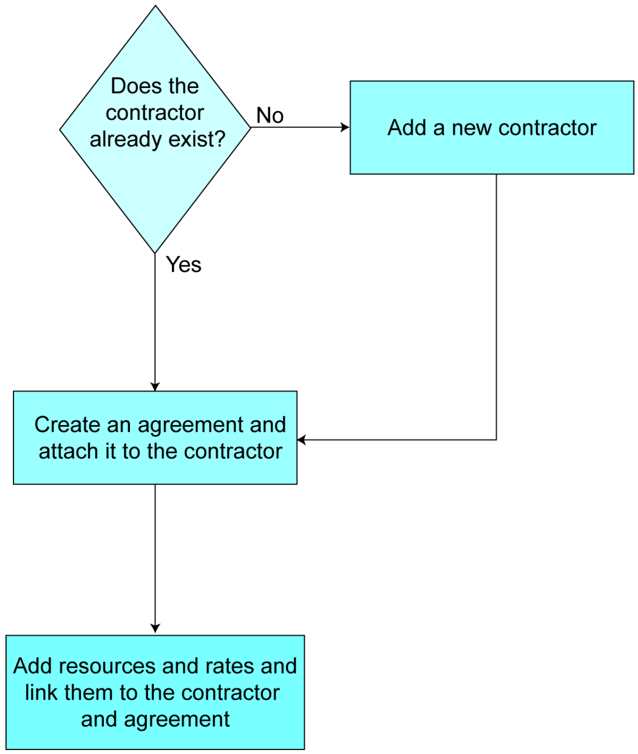
- manage contractor and agreement data from IRSS input
- work with the appropriate Unit of Measure (UOM) and coordinating with cost
- handle complicated contracts
- work with auditing functions for personnel and crew time, equipment time, and commissary time
- close out pay documents
- manage multiple incidents.

Managing contractor and agreement data from IRSS input

This section explains how to work with complex contracts for resources such as contract crews and engines, portable toilets, and resources with multiple rates based on duration.

Review contracts and shift tickets to add contractor data and to post time to contracted resources.

The following diagram outlines the basic process for working with contractor and agreement data.



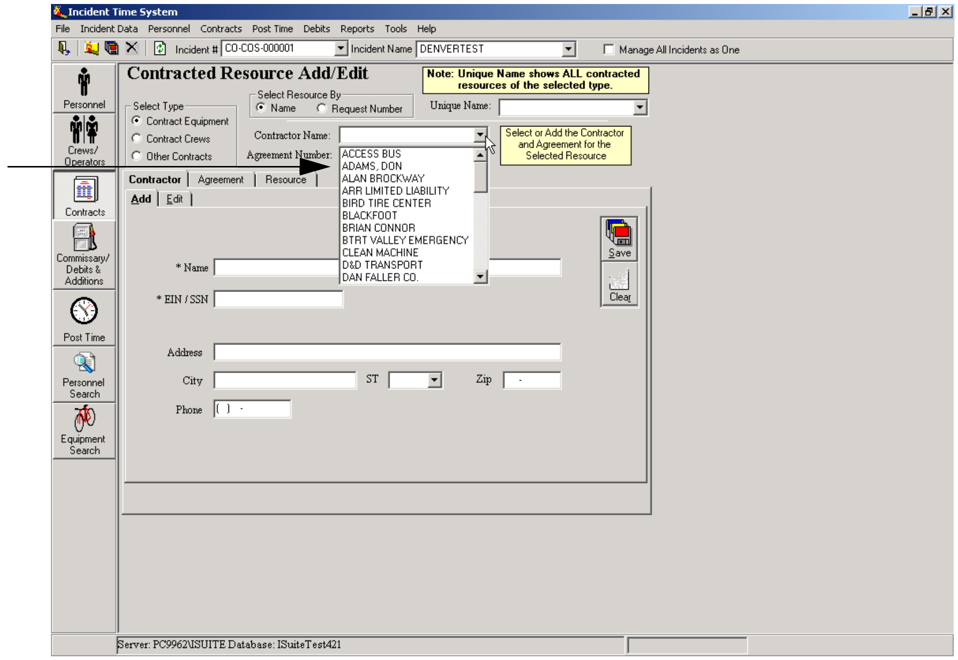
To determine if the contractor already exists in the I-Suite database

1 Click the **Contracts** button.

2 On the **Contracted Resource Add/Edit** screen under **Select Type**, click to select the **Contract Resource** of your choice.

3 Click the **Contractor Name** drop-down arrow, and then click to select the **Contractor** of your choice.

The following diagram shows the Contracted Resource Add/Edit screen. The arrow points to the list of existing contractors in the I-Suite database.



To add a new contractor

Refer to the contract to add new contractor data. For more information about adding a contractor, see the previous section, "Working with contractor and agreement data."

---

1 Click the **Contracts** button.

2 On the **Contracted Resource Add/Edit** screen, click the **Add** tab.

3 Complete the following information as appropriate

- Name
- EIN/SSN
- Address
- City
- ST
- Zip
- Phone.

4 Click the **Save** button.

For an example of the Contracted Resource Add/Edit screen, see the previous section, "Working with contractor and agreement data."

To create an agreement and attach it to a contractor

Before creating the agreement, be sure the Contractor Name is displaying on the Contracted Resource Add./Edit screen.

1 On the **Contracted Resource Add/Edit** screen, click the **Contractor Name** drop-down arrow, and then click to select the **Contractor Name** of your choice.

2 Click the **Agreement** tab, and then click the **Add** tab.

3 Complete the following information

- Agreement Number
- Begin Date
- Expiration Date
- Point of Hire
- Administrative Office for Payment.

4 To attach the agreement to the contractor, click the **Agreement Number** drop-down arrow, and then click to select the **Agreement Number** of your choice.

5 Click the **Save** button.

For an example of the Contracted Resource Add/Edit screen, see the previous section, "Working with contractor and agreement data."

To add resources and rates and link them to the contractor and agreement

1 On the **Contracted Resource Add/Edit** screen under **Select Resource By**, click **Name** or **Request Number**.

2 Click the **Unique Name** or **Request Number** drop-down arrow, and then click to select the **Name** or **Request Number** of your choice.

3 Complete the **Contractor Name** and **Agreement Number** boxes for the **Contractor/Agreement** of your choice.

4 On the **Resource** tab on the **Edit** tab, complete the following information

- in the **Unique ID** box, create a unique name for the resource
- complete the **Make**, **Model**, and **Remarks** boxes, as appropriate
- click to select the **Gov't Operator** and **Gov't Supplies** check boxes, as appropriate
- complete the **Hired Date** and **Time** boxes and the **Released Date** and **Time** boxes, as appropriate
- click to select the **Withdrawn** check box, as appropriate
- click the **Rate Type** drop-down arrow, and then click to select the **Rate Type** of your choice
- click the **UOM** drop-down arrow, and then click to select the **Unit of Measure** of your choice.
- click in the **Rate** box, and then type the appropriate **Rate** for that **Rate Type** and **Unit of Measure**.
- press TAB twice to advance the cursor to the next **Rate Type** box.

Remember to add all primary rates, and use special rates for mileage.

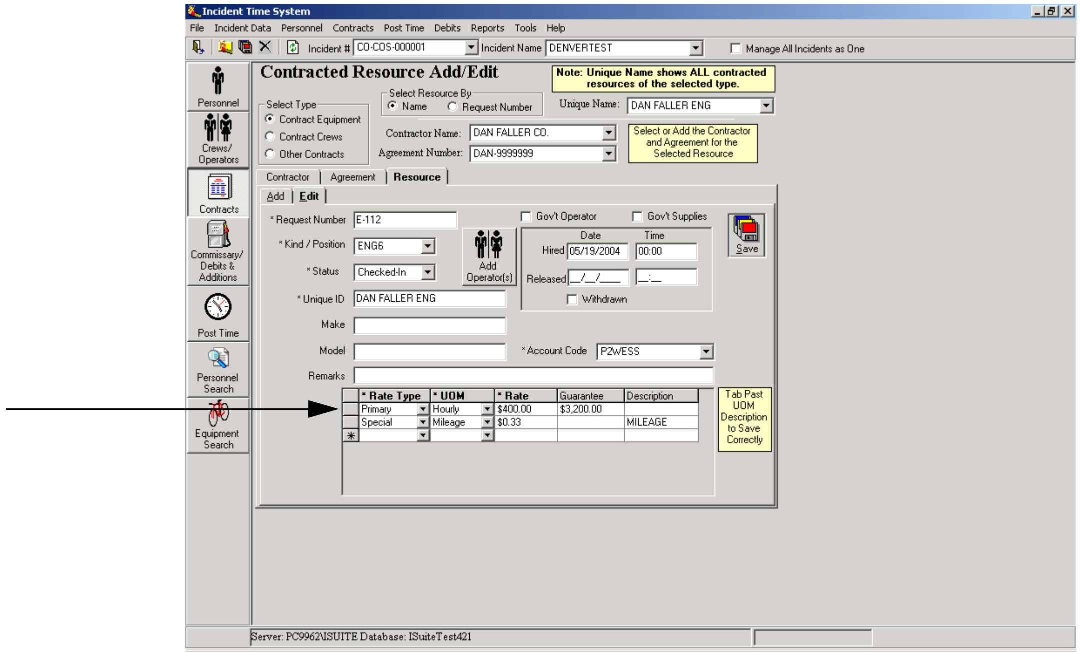
Be sure to press TAB to advance the cursor to the next blank row!

5 Verify that the correct **Request Number**, **Contractor Name**, and **Agreement Number** display on the upper portion of the **Contracted Resource Add/Edit** screen.

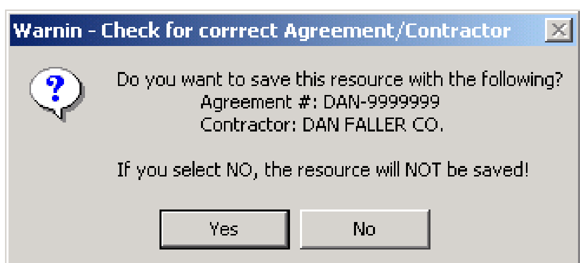
6 Click the **Save** button.

7 On the **Warning - Check for Agreement/Contractor** dialog box, click **Yes**.

The following diagram shows the Contracted Resource Add/Edit screen. The arrow points to the Primary and Special Rate Types.



The following diagram shows the Warning - Check for Agreement/Contractor dialog box.



Understanding rate types and Units of Measure

Remember these key points when working with rate types and Units of Measure (UOM):

- All contracted resources must have a primary rate designation.
- A contracted resource may or may not have one to five special rate designations.
- Units of Measure include Daily, Each, Hourly, and Mileage.
- Be sure to match the correct rate type with the correct UOM.

Posting time for contracted resources

This section explains how to post time for contracted resources using the appropriate primary and secondary rates, and how to print the OF-286.

To post time for contracted resources

1. Click the **Post Time** button, and then click the **Contract Equipment, Crews and Other** tab.
2. Under **Select Type**, select the equipment type of your choice.
3. Click the **Contractor Name** drop-down arrow, and then click to select the **Contractor Name** of your choice.
4. Perform one of the following
   - Click the **Equipment Unique ID** drop-down arrow, and then click to select the **Equipment** of your choice.
   - Click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice.
5. Click the **Account Code** drop-down arrow, and then click to select the **Account Code** of your choice.
6. Under **Post Options**, click to select the **Rate Type** of your choice.
7. If one-half rate applies, click to select the **1/2 Rate** check box.
8. Post the required information as appropriate for that **Rate Type** and **Unit of Measure**.
9. To commit the posting, click the **Commit Posting** button.

Once you have correctly posted the time for the resources, you can print the OF-286.

To print the OF-286

*You can also print the OF-286 by clicking the **Print OF-286** button on the **Incident Post-Posting Equipment** screen.*

Once you create an original invoice, you cannot edit it.

1. On the **Reports** menu, click **OF-286 w/ Deductions**.
2. On the **OF-286** dialog box under **Select Type**, click to select the **equipment type** of your choice.
3. Click the **Contractor** drop-down arrow, and then click to select the **Contractor Name** of your choice.
4. Click the **Agreement** drop-down arrow, and then click to select the **Agreement** of your choice.
5. Click the **Equipment** drop-down arrow, and then click to select the **Equipment** of your choice.

6 Click the **Last Date Included on Invoice** drop-down arrow, and then click to select the **Last Date** for the partial payment.

7 Under **Report Options**, click to select one of the following

- OF-286 with Itemized Deductions
- OF-286 Only
- Itemized Deductions Only.

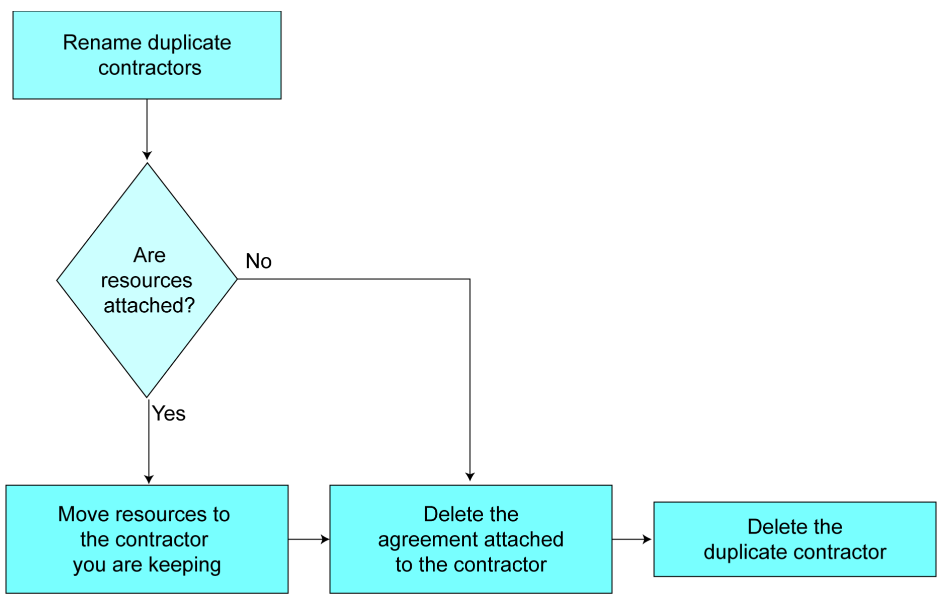
8 To preview and then print the report, click the **Preview/Print Report** button, and then click the **Print Report** icon.

Deleting a duplicate contractor

You may find that a contractor was entered in ITS twice. This duplicate resource may or may not have attached resources.

You cannot delete a contractor with attached resources and/or an agreement.

The following diagram outlines the basic process for deleting a duplicate contractor.

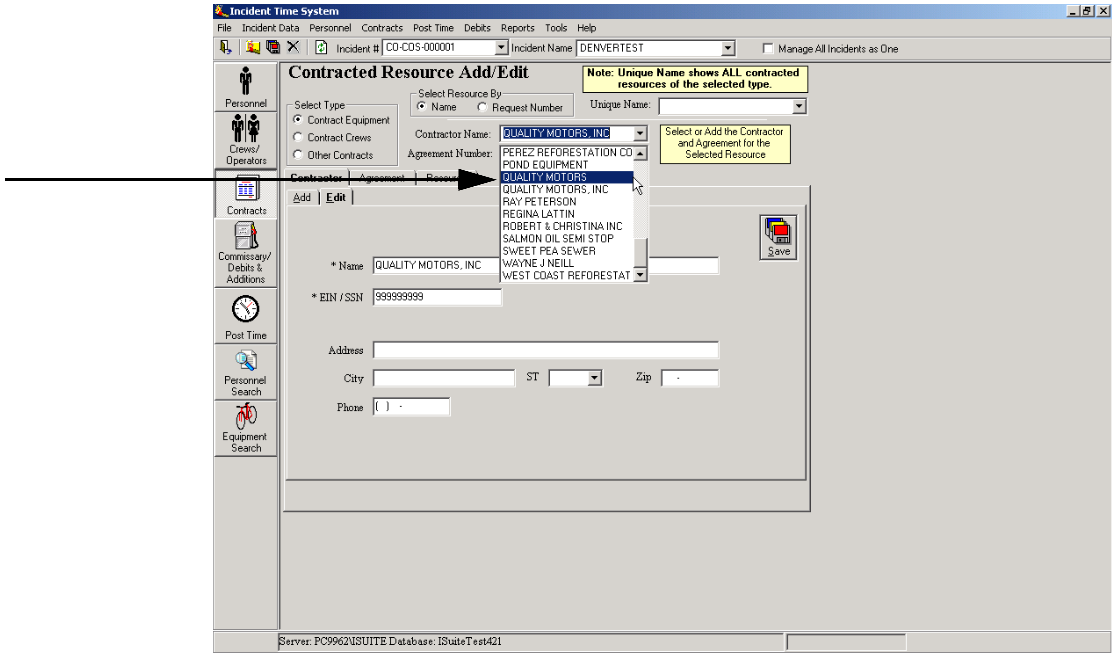


To locate duplicate contractors

1 Click the **Contracts** button.

2 Click the **Contractor Name** drop-down arrow, and then locate the duplicate **Contractor Names**.

The following diagram shows the Contracted Resource Add/Edit screen. The arrow points to two duplicate contractors.



To rename duplicate contractors

1 On the **Contracted Resource Add/Edit** screen, on the **Contractor** tab, click the **Edit** tab.

2 Click the **Contractor Name** drop-down arrow, and then click to select the first duplicate **Contractor Name** you want to rename.

3 In the **Name** box, edit the **Contractor Name**, and then click the **Save** button.

For example, insert the number "1" to the end of the first duplicate contractor name.

4 On the **Edit** tab, click the **Contractor Name** drop-down arrow, and then click to select the second duplicate **Contractor Name**.

5 In the **Name** box, edit the **Contractor Name**, and then click the **Save** button.

For example, insert the number "2" to the end of the second duplicate contractor name.

To determine if the duplicate contrator has attached resources

1 Click the **Equipment Search** button.

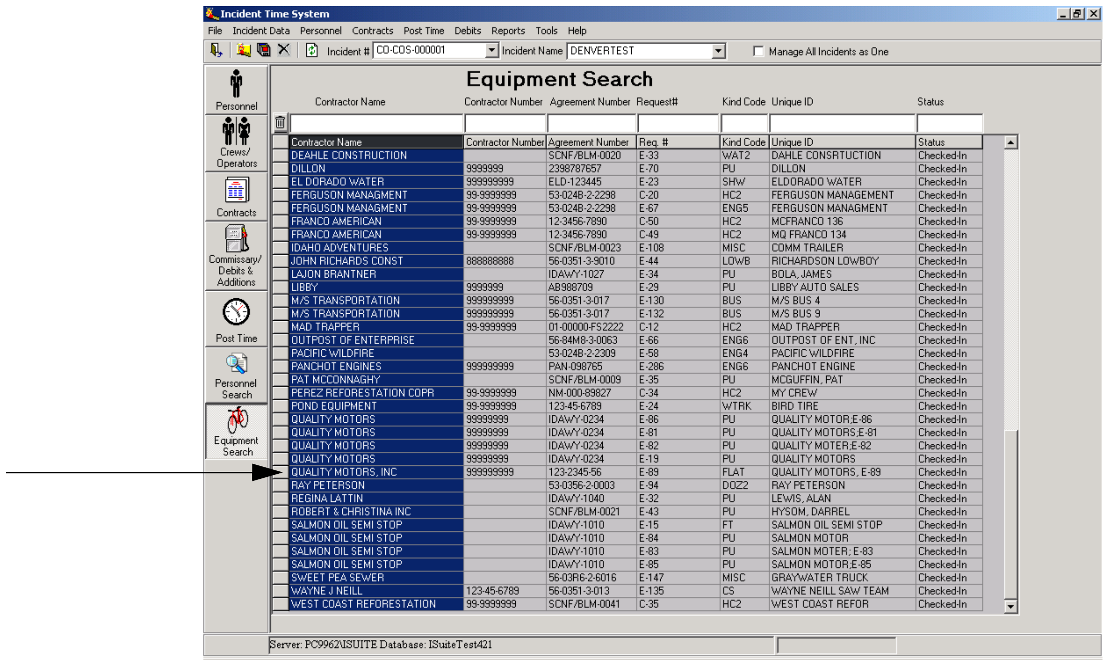
2 To sort data by **Contractor Name**, click the **Contractor Name** column heading.

3 Scroll to the duplicate **Contractor Name(s)**.

---

*If the Contractor Name is listed on the **Equipment Search** screen, it has attached resources. If one of the duplicate contractors does not appear on the **Equipment Search** screen, then it does not have attached resources.*

The following diagram shows an example of the Equipment Search screen. The arrow points to the contractor, "Quality Motors, Inc"



Quality Motors and Quality Motors, Inc are duplicate contractors. Since both contractors show up on the Equipment Search screen, they both have attached resources.

To move attached resources from one contractor to another

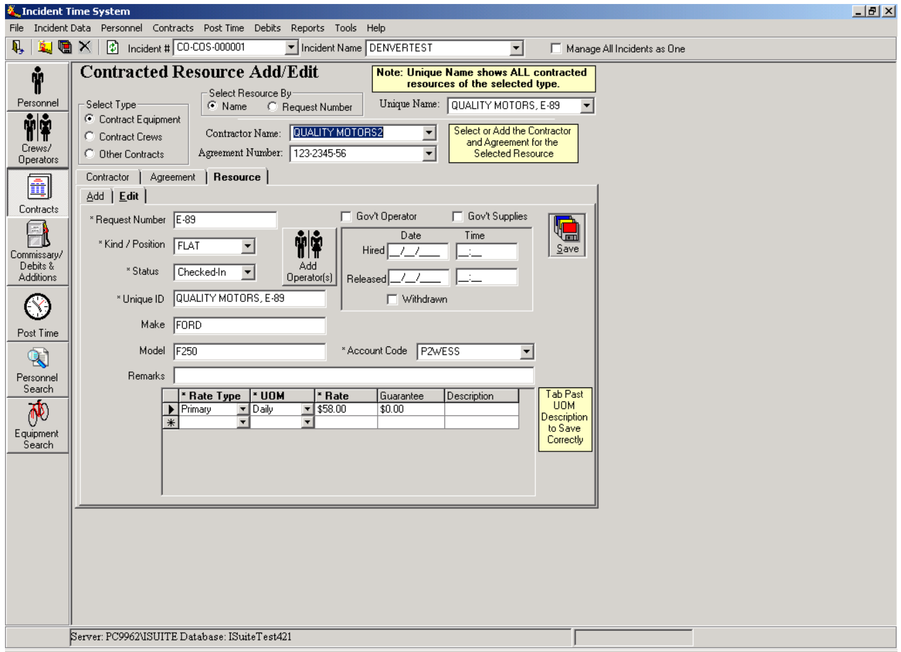
1 Click the **Contracts** button.

2 On the **Contracted Resource Add/Edit** screen under **Select Resource By**, click **Name** or **Request Number**, and then click to select the **Name** or **Request Number** to be moved.

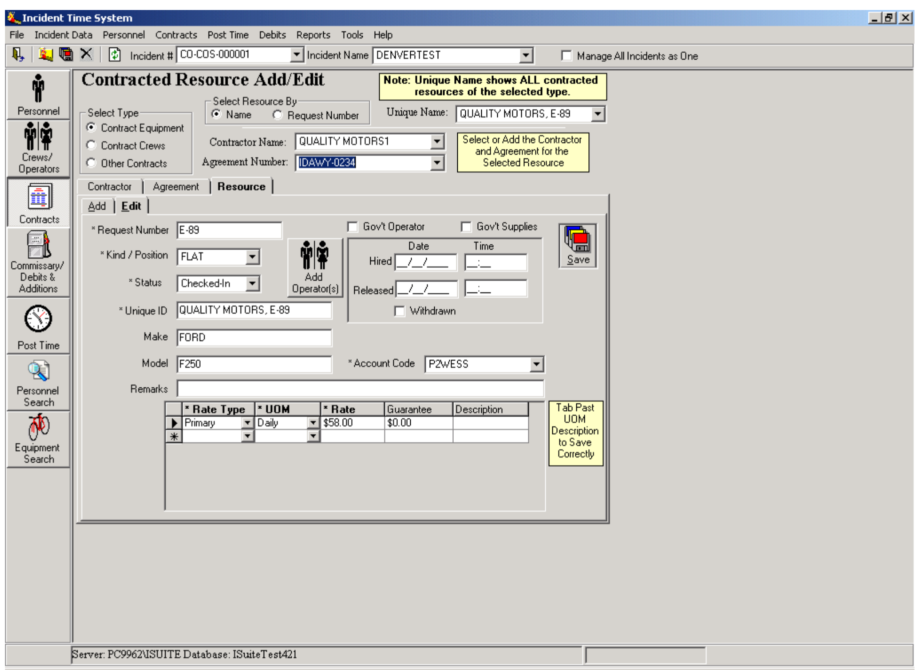
3 Click to select the **target Contractor Name** and **Agreement Number** for the resource to be moved, and then click the **Save** button.

4 Move all remaining **resources** to the **target Contractor Name/ Agreement Number**.

The following diagram shows the Contracted Resource Add/Edit screen. The resource, "E-89" is currently attached to QUALITY MOTORS2.



The following diagram shows the same resource, "E-89" moved to QUALITY MOTORS1.



To delete a duplicate contractor with no attached resources

You must first delete the agreement before you can delete the contractor.

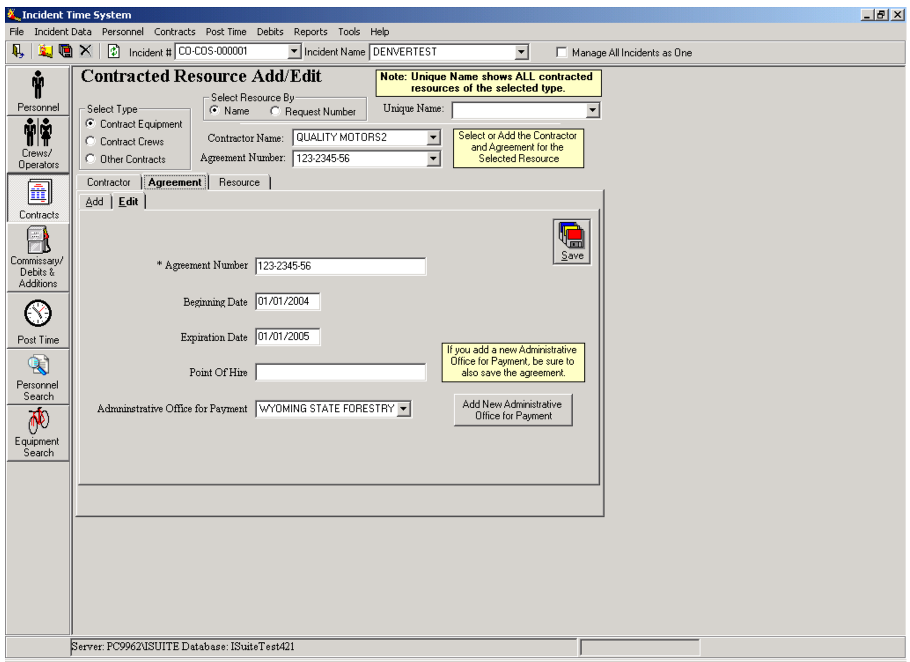
1 Click the **Contracts** button.

2 Click the **Agreement Number** drop-down arrow, click to select the appropriate **Agreement Number**, and then click the **Delete** button.

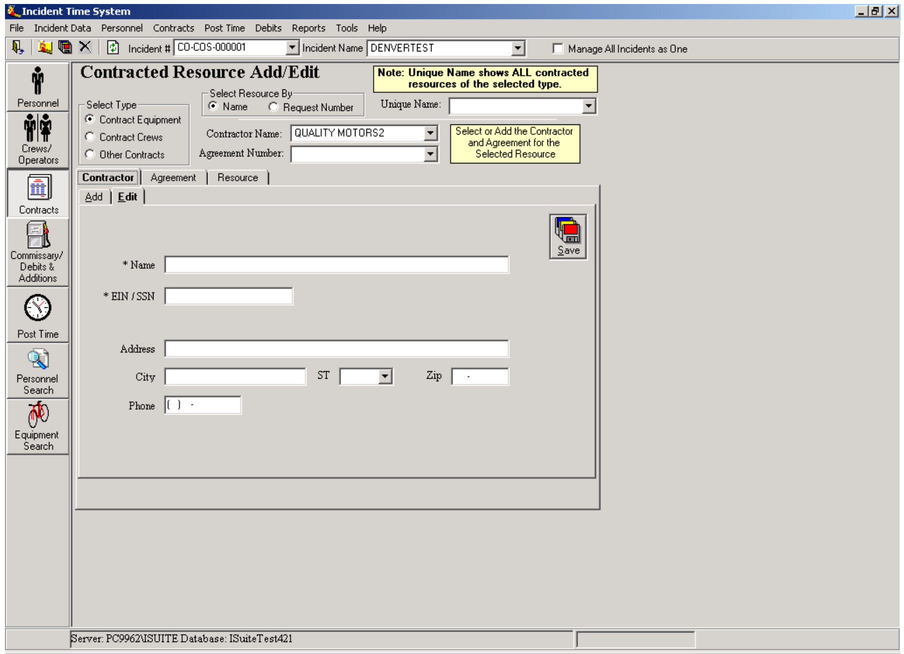
3 Click the **Contractor Name** drop-down arrow, click to select the **Contractor Name** you want to delete, and then click the **Delete** button.

4 To verify that you deleted the duplicate contractor, click the **Refresh** button.

The following diagram shows the agreement to be deleted from QUALITY MOTORS2.



The following diagram shows the agreement deleted from QUALITY MOTORS2.



Working with partial payments

This section explains how to post a partial payment for a firefighter or to a contractor.

Be sure to notify cost personnel about the partial payment!

To post a partial payment for a firefighter

Contact the responsible hiring agency for processing procedures if you need to post a partial payment for an OF-288.

To post a partial payment to a contractor

After printing the Original invoice, you can send it to the payment center for payment.

1 On the **Reports** menu, click **OF-286**.

2 On the **OF-286** dialog box, complete the **Contractor**, **Agreement**, and **Equipment** boxes.

3 Click the **Last Date Included on Invoice** drop-down arrow, and then click to select the **Last Date** for the partial payment.

4 Under **Print Options**, click to select **Preview/Print ORIGINAL Invoice**, and then click the **Preview/Print Invoice** button.

Once you create an original invoice, you cannot edit it.

5 Click the **Print Report** icon, and then click the **OK** and **Yes** buttons on the **IReports** dialog boxes.

To delete a previous invoice for payment to a contractor

Do not recreate an invoice if one has already been sent to the payment center. Use this option only if the previous invoice has not been sent to the payment center.

If creating the final invoice, set the release date and time, so that the information will be carried over to the resource edit screen for equipment.

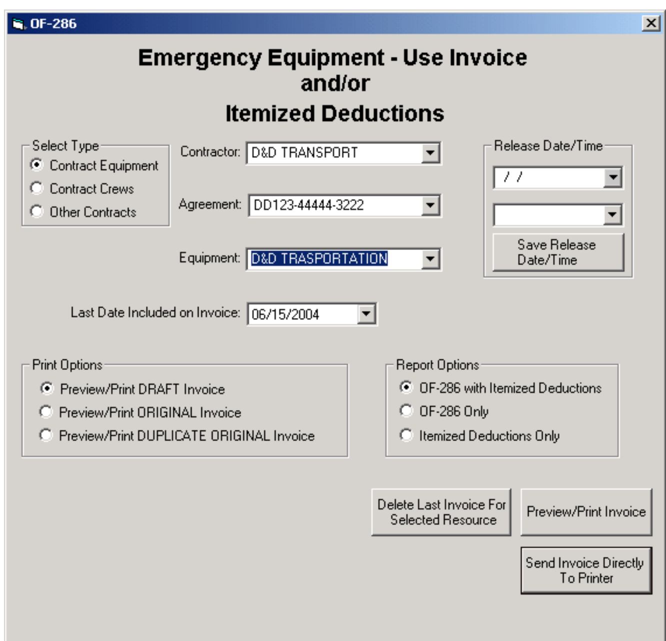
1 On the **Reports** menu, click **OF-286**.

2 On the **OF-286** dialog box, complete the **Contractor**, **Agreement**, and **Equipment** boxes.

3 Click the **Delete Last Invoice For Selected Resource** button.

4 On the **Warning** dialog box, click **Yes.**

The following diagram shows the OF-286 dialog box.



The following diagram shows the Warning dialog box.