



DATA TRANSFER

Version 01.00.00

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Data Transfer Overview

The e-ISuite system is comprised of two versions: Enterprise and Site. In general Enterprise will be used to manage local incidents, and Site will be used when an IMT is sent to a remote site.

All incident data generated in Site will eventually be transferred to Enterprise so there is a record of all incidents in Enterprise. Data transfers between Enterprise and Site will always be initiated by Site.

Data transfers will occur when an incident was initially managed in Enterprise, but has increased in size and complexity to be necessary to turn the management of the incident over to an IMT. If the IMT establishes an incident base, the incident can be transitioned to Site via a Transition File. This process would lock the incident in Enterprise and transfer all data and management of the incident to Site. At the close of the incident for management by the IMT, the incident data can be transitioned back to Enterprise.

The term Transition refers to the process of turning over the control of an Incident from Enterprise to Site or from Site to Enterprise.

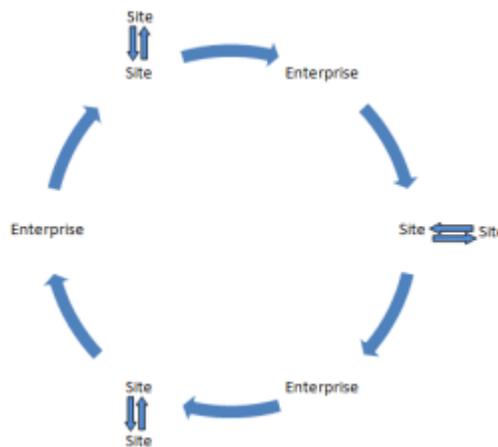
This section includes information for the following areas:

- [Transition an Incident from Enterprise to Site](#)
- [Transition an Incident from Site to Enterprise](#)

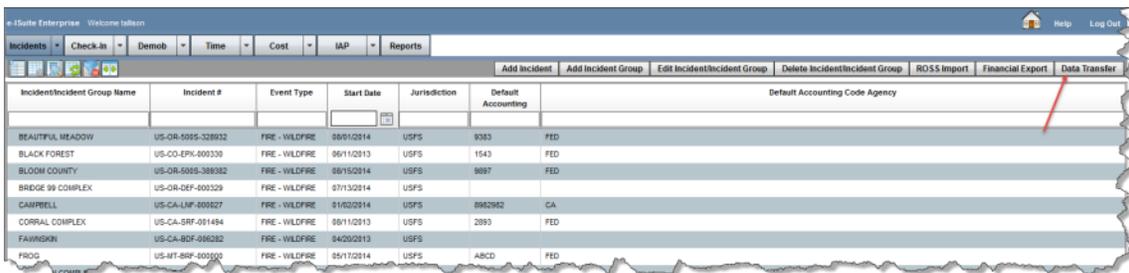
Transition Incident from Enterprise to Site

When an incident transitions from being managed in an office with Enterprise to an IMT at a remote site, follow these steps to transition the incident data from Enterprise to Site:

NOTE: A Data Steward in Enterprise can only transition those Incidents/Incident Groups to which they have access.

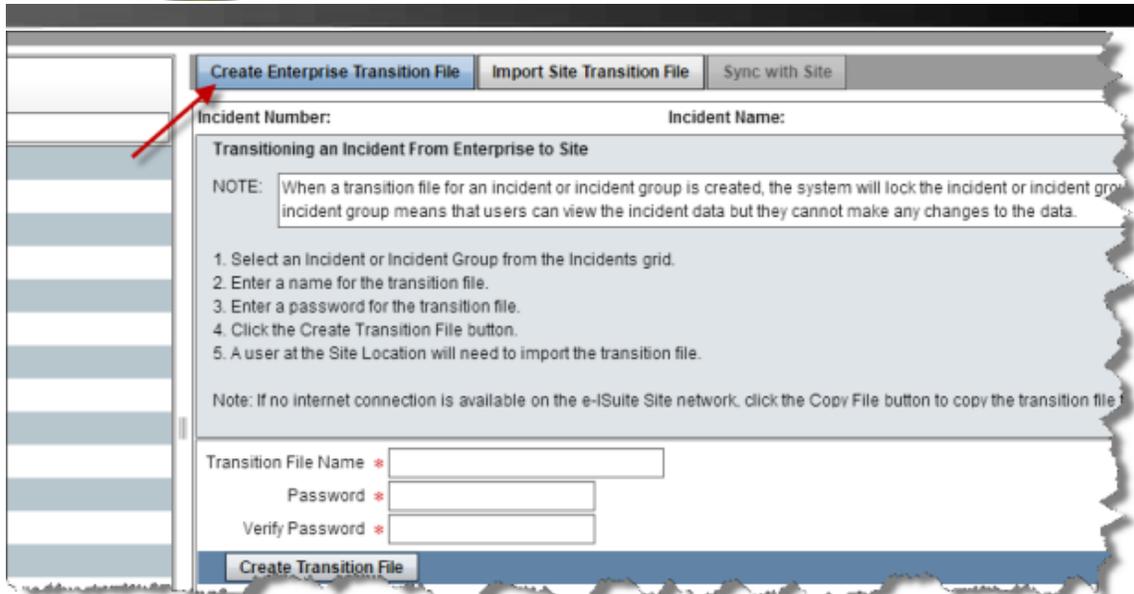


1. Login to Enterprise as a Data Steward.
2. On the Home page, select the **Incidents** button.
3. Select the **Data Transfer** button.



Incident/Incident Group Name	Incident #	Event Type	Start Date	Jurisdiction	Default Accounting	Default Accounting Code Agency
BEAUTIFUL MEADOW	US-OR-5095-328932	FIRE - WILDFIRE	08/01/2014	USPS	9383	FED
BLACK FOREST	US-CO-EPX-000330	FIRE - WILDFIRE	08/11/2013	USFS	1543	FED
BLOOM COUNTY	US-OR-5095-388382	FIRE - WILDFIRE	08/15/2014	USFS	8897	FED
BRIDGE 98 COMPLEX	US-OR-DEF-000328	FIRE - WILDFIRE	07/13/2014	USFS		
CAMPBELL	US-CA-LNF-000927	FIRE - WILDFIRE	2/16/2014	USFS	8982902	CA
CORRAL COMPLEX	US-CA-SRF-001494	FIRE - WILDFIRE	08/11/2013	USFS	2893	FED
FAWNSKRN	US-CA-BDF-006202	FIRE - WILDFIRE	04/20/2013	USFS		
FROG	US-MT-BRF-000200	FIRE - WILDFIRE	05/17/2014	USFS	ARCD	FED

4. On the Data Transfer page, select the **Create Enterprise Transition File** tab.



[Create Enterprise Transition File](#) | [Import Site Transition File](#) | [Sync with Site](#)

Incident Number: _____ Incident Name: _____

Transitioning an Incident From Enterprise to Site

NOTE: When a transition file for an incident or incident group is created, the system will lock the incident or incident group. Locking an incident or incident group means that users can view the incident data but they cannot make any changes to the data.

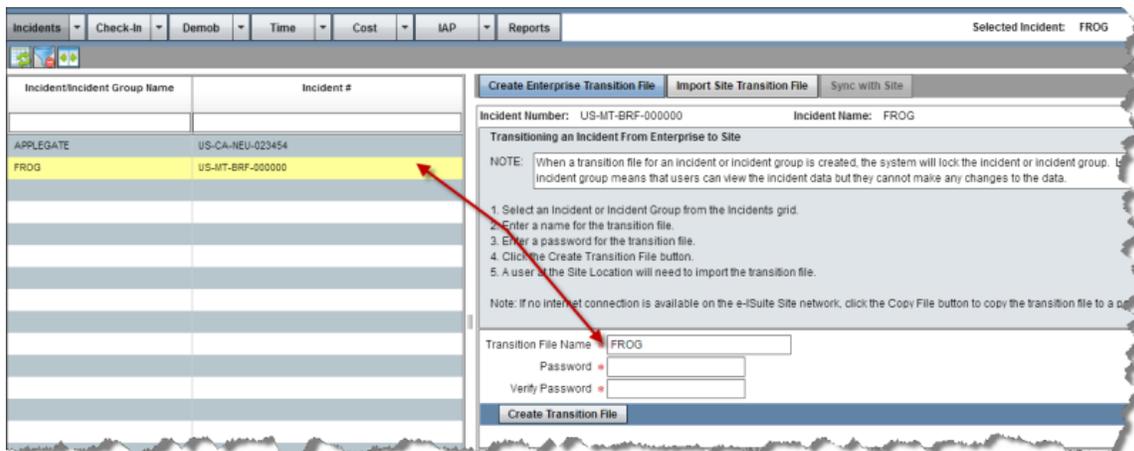
1. Select an Incident or Incident Group from the Incidents grid.
2. Enter a name for the transition file.
3. Enter a password for the transition file.
4. Click the Create Transition File button.
5. A user at the Site Location will need to import the transition file.

Note: If no internet connection is available on the e-ISuite Site network, click the Copy File button to copy the transition file to a local drive.

Transition File Name *
 Password *
 Verify Password *

[Create Transition File](#)

5. Select an Incident or Incident Group in the grid on the left side of the page to transition to the site.
6. The system auto-populates the **Transition File Name** field with the Incident/ Incident Group name. If needed, change the name.



Incidents | Check-In | Demob | Time | Cost | IAP | Reports | Selected Incident: FROG

Incident/Incident Group Name	Incident #
APLEGATE	US-CA-NEU-023454
FROG	US-MT-BRF-000000

[Create Enterprise Transition File](#) | [Import Site Transition File](#) | [Sync with Site](#)

Incident Number: US-MT-BRF-000000 Incident Name: FROG

Transitioning an Incident From Enterprise to Site

NOTE: When a transition file for an incident or incident group is created, the system will lock the incident or incident group. Locking an incident or incident group means that users can view the incident data but they cannot make any changes to the data.

1. Select an Incident or Incident Group from the Incidents grid.
2. Enter a name for the transition file.
3. Enter a password for the transition file.
4. Click the Create Transition File button.
5. A user at the Site Location will need to import the transition file.

Note: If no internet connection is available on the e-ISuite Site network, click the Copy File button to copy the transition file to a local drive.

Transition File Name * FROG
 Password *
 Verify Password *

[Create Transition File](#)

7. Enter the **Password** for the Transition file.
8. Enter the password a second time in the **Verify Password** field to verify the password for the Transition file.
9. Click the **Create Transition File** button.

NOTE: Depending on the size of the incident, this process may take several minutes, because the system is copying all data from the incident to a file.

Incident Number: US-MT-BRF-000000 **Incident Name:** FROG

Transitioning an Incident From Enterprise to Site

NOTE: When a transition file for an incident or incident group is created, the system will lock the incident. An incident group means that users can view the incident data but they cannot make any changes to it.

1. Select an Incident or Incident Group from the Incidents grid.
2. Enter a name for the transition file.
3. Enter a password for the transition file.
4. Click the Create Transition File button.
5. A user at the Site Location will need to import the transition file.

Note: If no internet connection is available on the e-ISuite Site network, click the Copy File button to copy the file to a local drive.

Transition File Name *

Password *

Verify Password *

10. When the file is successfully created a message will display.
11. Click the **OK** button to continue.
12. The Transition File will display in the Transition File grid at the bottom of the screen.

Incident Number: US-MT-BRF-000000 **Incident Name:** FROG

Transitioning an Incident From Enterprise to Site

NOTE: When you create a transition file for an incident or incident group and either transmit the file to a site or copy the file to an external drive, you can no longer access the incident data in the Enterprise system. To unlock an incident or incident group prior to transferring it to a site, click the Unlock Incident button.

1. Select an Incident or Incident Group from the Incidents grid.
2. Enter a name for the transition file.
3. Enter a password for the transition file.
4. Click the Create Transition File button.

Transition File Name *

Password *

Verify Password *

Transition File	Creation Date	Created By	e-Mail
FROG	10/10/2014	TALLISON	



13. The Incident or Incident Group that was included in the Transition File will then be locked.

NOTE: The Incident or Incident Group will still display in the Incident lists in Enterprise, but the user will not be able to make any changes to the data.

Copy a Transition File

1. If no Internet connection is available on the Site network, select the transition file in the grid at the bottom of the **Create Enterprise Transition File** tab.
2. Click the **Copy File** button to copy the Transition File to a portable device.

Incident Number: US-MT-BRF-000000 Incident Name: FROG

Transitioning an Incident From Enterprise to Site

NOTE: When a transition file for an incident or incident group is created, the system will lock the incident or incident group means that users can view the incident data but they cannot make any changes to the data.

1. Select an Incident or Incident Group from the Incidents grid.
2. Enter a name for the transition file.
3. Enter a password for the transition file.
4. Click the Create Transition File button.
5. A user at the Site Location will need to import the transition file.

Note: if no Internet connection is available on the e-ISuite Site network, click the Copy File button to copy the transition file.

Transition File Name * FROG
Password *
Verify Password *

Create Transition File

Transition File	Creation Date	Created By
FROG	02/26/2015	AFERRIN

Unlock Incident Copy File

3. A confirmation window displays. Click **Yes** or **No** to confirm saving of the Data Transfer Export File.

Confirm Export

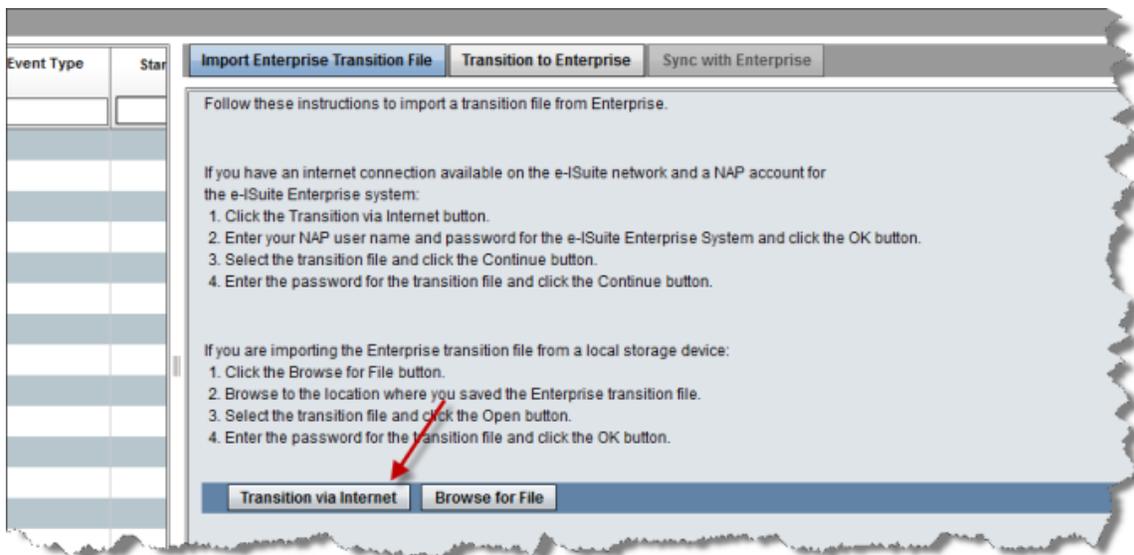
Confirm save Data Transfer Export File?

Yes No

4. When the Select Location for download window opens, navigate to the area where the Transition File is to be saved.
5. Click the **Save** button.

Import Enterprise Transition File via Internet Connection

1. Log into Site.
2. From the Home page select the **Incidents** button.
3. Select the **Data Transfer** button.
4. Click the **Import Enterprise Transition File** tab.
5. Click the **Transition Via Internet** button.



6. An **Enterprise Authentication** window displays.



Enterprise Authentication [X]

Enter your Enterprise login name and password and click the OK button.

Login Name *

Password *

7. Enter the **Enterprise Login Name** and **Password**.
8. Click the **OK** button.
9. The user is then logged into Enterprise. The system will display a list of available Transition Files.
10. The list of available Transition Files can be filtered in order to find the appropriate file.
11. Select a Transition File.

Select Enterprise Transition File

Select the Enterprise transition file to import. 

Filename	Created Date
FROG	02/26/2015

12. Click the **Continue** button.



13. Enter the **Password** for the Transition file and click the **Continue** button.

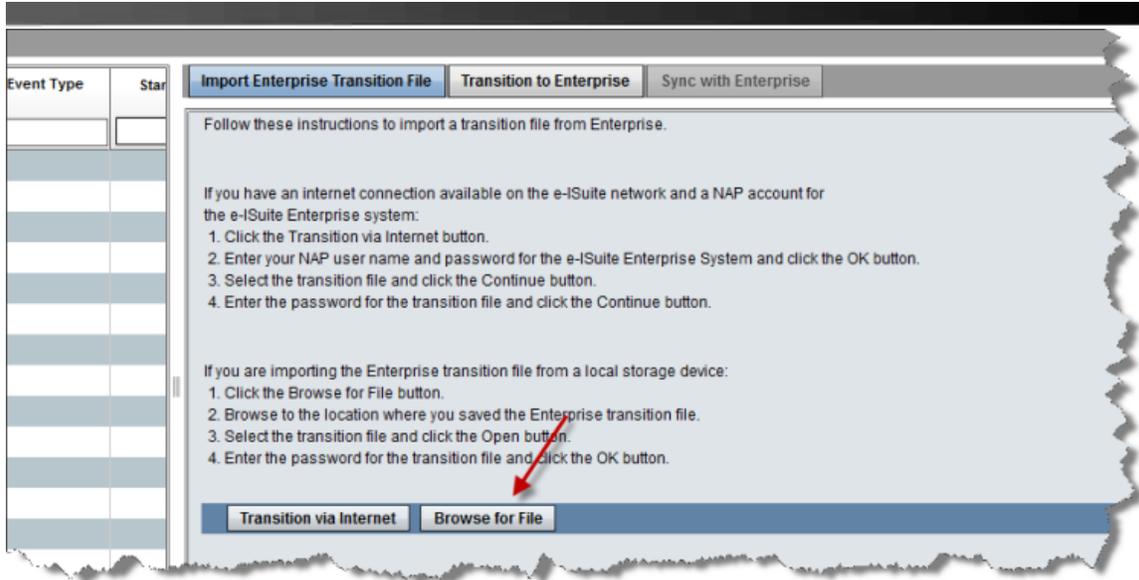


14. The system then uploads all of the data for the Incident or Incident Group to Site from the transition file.
15. The system displays the Incident or Incident Group in the list of Incidents.

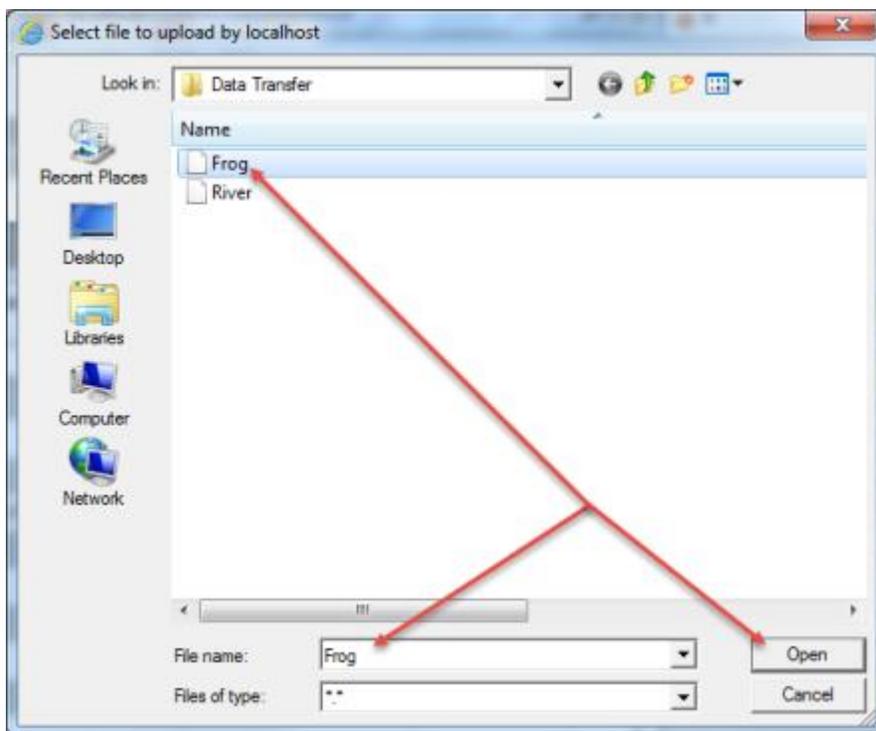
NOTE: If the Incident does not display in the Incidents grid, click the **Refresh** button to refresh the page.

Import Enterprise Transition File via a File

1. Log into Site.
2. From the Home page, select the **Incidents** button.
3. Select the **Data Transfer** button.
4. Click the **Import Enterprise Transition File** tab.
5. Click the **Browse for File** button.



6. Browse to the file location of the Transition File.
7. Select the Transition File.
8. Click the **Open** button.



9. Enter the password for the Transition File.



10. Click the **OK** button to import all of the data for the Incident or Incident Group to Site from the Transition File.

A screenshot of a dialog box titled "Data Transfer File Password". The dialog box has a close button (X) in the top right corner. The main text reads "Enter the password for the transition file and click the OK button." Below this text is a text input field labeled "Password *". A red arrow points to the input field. At the bottom of the dialog box are two buttons: "OK" and "Cancel".

11. Once the import process is complete, the Incident or Incident Group will display in the list of Incidents.

NOTE: If the Incident does not display in the Incidents grid, click the **Refresh** button to refresh the page.

Unlock a Locked Incident on Enterprise

1. Log into Enterprise using the NAP username and password.
2. From the Home page select the **Incidents** button.
3. Select the **Data Transfer** button.
4. Click the **Create Enterprise Transition File** tab.
5. Select the Transition File in the Transition File grid.
6. Click the **Unlock Incident** button.

[Create Enterprise Transition File](#) | [Import Site Transition File](#) | [Sync with Site](#)

Incident Number: US-MT-BRF-000000 **Incident Name:** FROG

Transitioning an Incident From Enterprise to Site

NOTE: When a transition file for an incident or incident group is created, the system will lock the incident or incident group. An incident or incident group means that users can view the incident data but they cannot make any changes to the data.

1. Select an Incident or Incident Group from the Incidents grid.
2. Enter a name for the transition file.
3. Enter a password for the transition file.
4. Click the Create Transition File button.
5. A user at the Site Location will need to import the transition file.

Note: If no internet connection is available on the e-ISuite Site network, click the Copy File button to copy the transition file to a local drive.

Transition File Name *

Password *

Verify Password *

[Create Transition File](#)

Transition File	Creation Date	Created By	e-M
FROG	02/26/2015	AFERRIN	

[Unlock Incident](#) [Copy File](#)

7. Enter the password for the Transition File.

NOTE: If the incident/Incident Group in the Transition File has not previously synced with Enterprise, the system will unlock the Incident or Incident Group in Enterprise.

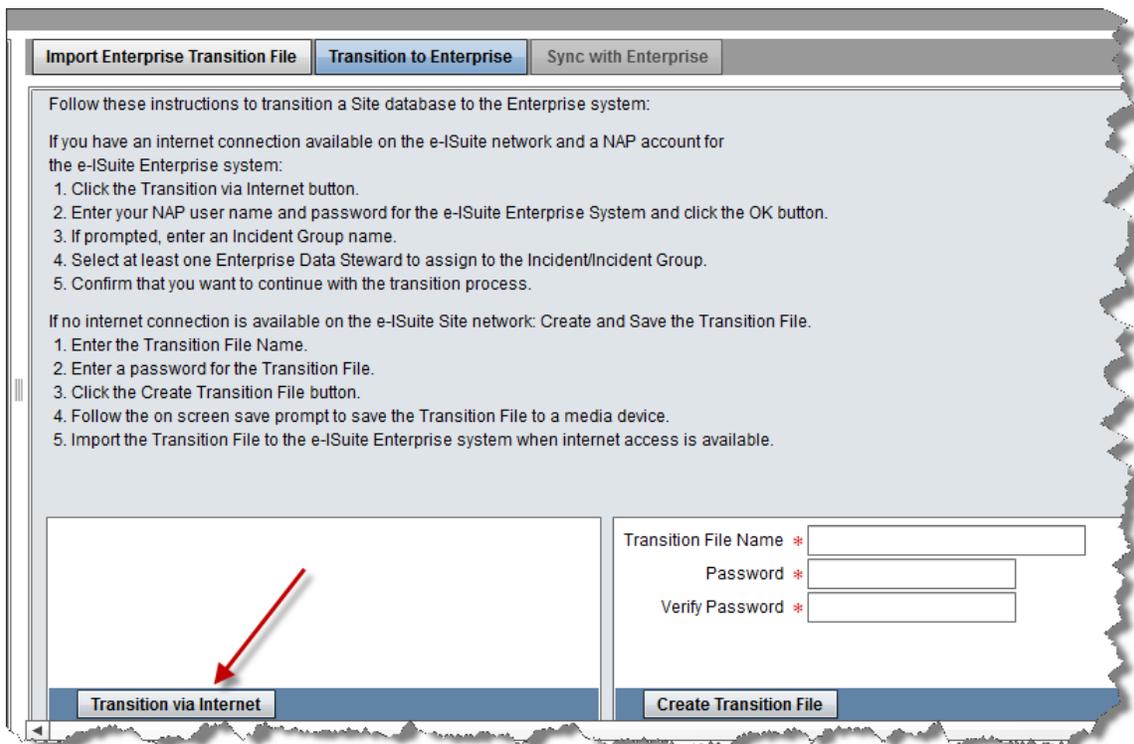
If the Incident/incident Group in the Transition File has already synced with Enterprise, the system will not unlock the Incident or Incident Group. A message will display indicating the Incident or Incident Group must be transitioned back from Site before it can be unlocked.

NOTE: When an Incident Group is locked, all incidents within that Incident Group are also locked.

Transition Incident from Site to Enterprise

Transition Incident from Site to Enterprise via an Internet Connection

1. Log into Site.
2. From the Home page select the **Incidents** button.
3. Select the **Data Transfer** button.
4. Click the **Transition to Enterprise** tab.
5. Click the **Transition Via Internet** button.



The screenshot shows a web interface with three tabs: 'Import Enterprise Transition File', 'Transition to Enterprise', and 'Sync with Enterprise'. The 'Transition to Enterprise' tab is active. Below the tabs, there are two sets of instructions. The first set is for users with an internet connection, and the second is for users without. At the bottom, there are two buttons: 'Transition via Internet' and 'Create Transition File'. A red arrow points to the 'Transition via Internet' button. To the right of the buttons, there are three input fields labeled 'Transition File Name *', 'Password *', and 'Verify Password *'.

6. An **Enterprise Authentication** window displays.
7. Enter the Enterprise **Login Name** and **Password**.

A screenshot of a dialog box titled "Enterprise Authentication". The dialog box has a title bar with a close button (X). Below the title bar, there is a text prompt: "Enter your Enterprise login name and password and click the OK button." Below the prompt, there are two input fields: "Login Name" and "Password", both with red asterisks indicating they are required. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

8. Click the **OK** button.
9. The user is then logged into Enterprise.
10. If there are multiple incidents in the database that have not previously synced with Enterprise, the system will ask the user to name the Incident Group.

NOTE: If the Incidents were originally in an Incident Group in Enterprise, the system will sync to the same Incident Group. In this instance, there would be no need to name the Incident Group.

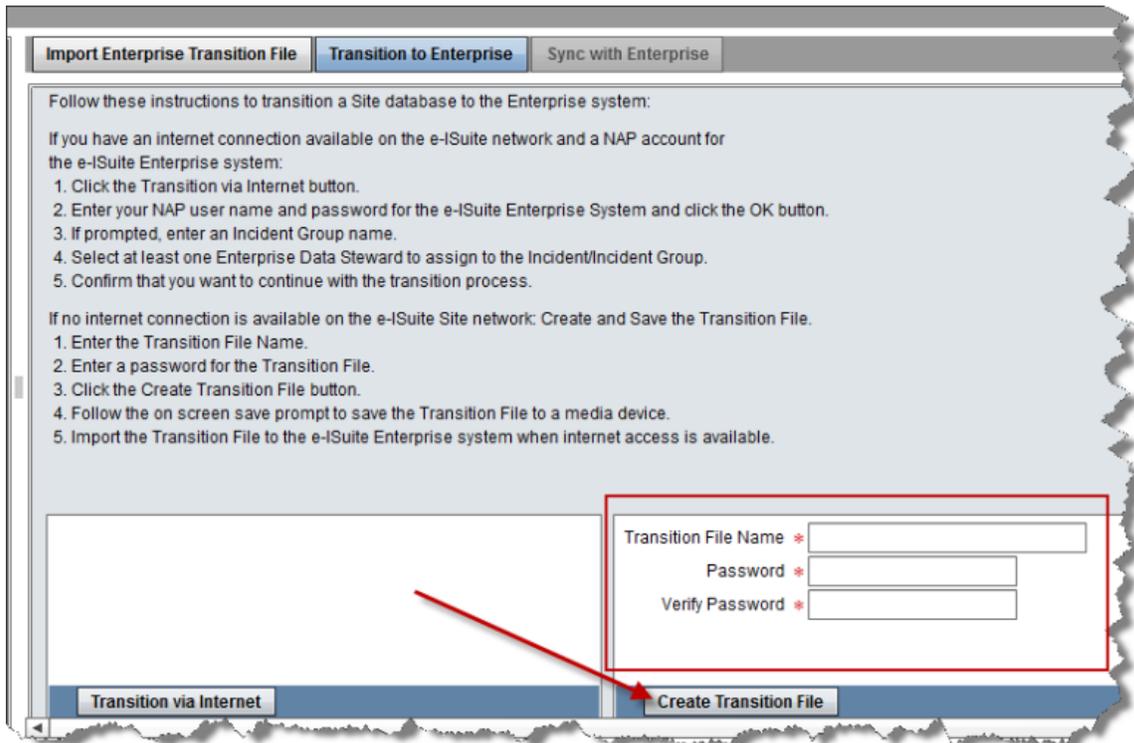
11. The system will show a list of Data Steward Accounts that the user can assign to the Incident/Incident Group when the transition is complete.
12. Select a User Account with the Data Steward role to assign to the Incident or Incident Group.

NOTE: If the Data Steward transitioning the incident to Enterprise will continue to manage the incident in Enterprise, they will need to select their user account from the Data Steward list that displays.

13. Click the **Select** button to select the User Account.
14. The system will display a warning message letting the user know that all incidents in the database will be locked once the transition process is complete.
15. Click the **Continue** button to continue with the transition process.
16. If the **Cancel** button is selected, the transition process will not proceed and the system will leave all incidents in the Site database unlocked.

Transition Incident from Site to Enterprise via Transition File

1. Log into Site.
2. From the Home page select the **Incidents** button.
3. Select the **Data Transfer** button
4. Select the **Transition to Enterprise** tab.
5. Enter a **Transition File Name**.
6. Enter a **Password** for the Transition File.
7. Enter the password a second time into the **Verify Password** field to verify the password is correct.
8. Click the **Create Transition File** button.



Import Enterprise Transition File **Transition to Enterprise** Sync with Enterprise

Follow these instructions to transition a Site database to the Enterprise system:

If you have an internet connection available on the e-ISuite network and a NAP account for the e-ISuite Enterprise system:

1. Click the Transition via Internet button.
2. Enter your NAP user name and password for the e-ISuite Enterprise System and click the OK button.
3. If prompted, enter an Incident Group name.
4. Select at least one Enterprise Data Steward to assign to the Incident/Incident Group.
5. Confirm that you want to continue with the transition process.

If no internet connection is available on the e-ISuite Site network: Create and Save the Transition File.

1. Enter the Transition File Name.
2. Enter a password for the Transition File.
3. Click the Create Transition File button.
4. Follow the on screen save prompt to save the Transition File to a media device.
5. Import the Transition File to the e-ISuite Enterprise system when internet access is available.

Transition File Name *

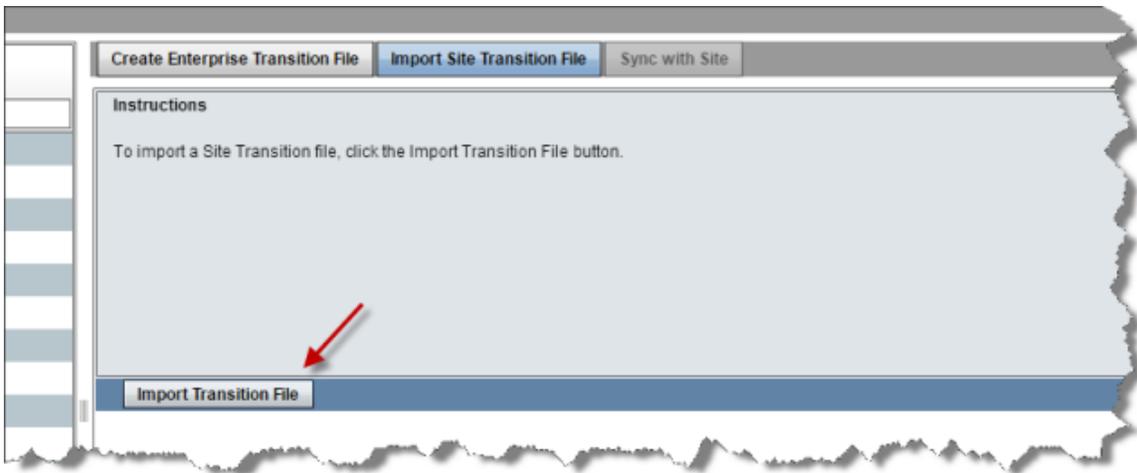
Password *

Verify Password *

Transition via Internet **Create Transition File**

9. The system opens a Save window. Browse to the location where the user wants to save the transition file.
10. Click the **Save** button to save the Transition File.

11. The system will display a warning message letting the user know that all incidents in the database will be locked once the transition process is complete.
12. Click the **Continue** button to continue with the transition process.
13. If the **Cancel** button is selected, the transition process will not proceed and the system will leave all incidents in the Site database unlocked.
14. Login to the Enterprise.
15. From the Home page select the **Incidents** button.
16. Select the **Data Transfer** button.
17. Click the **Import Site Transition File** tab.
18. Click the **Import Transition File** button.



19. Browse to the file location of the Transition File.
20. Select the Transition File and click the **Open** button.
21. Select a Data Steward to assign to the Incident or Incident Group.

NOTE: If the Data Steward transitioning the incident to Enterprise will continue to manage the incident in Enterprise, they will need to select their user account from the Data Steward list that displays.

22. The Data Steward then transitions the Incident or Incident Group data from Site to Enterprise.
23. If the Incident/Incident Group exists in Enterprise, the system unlocks the Incident or Incident Group.



-
24. If the Incident/Incident Group was originally transitioned from Enterprise to Site, the system reactivates the previous access list for the Incident/Incident Group in Enterprise.
 25. If the Incident/Incident Group did not previously exist in Enterprise, the system adds the Incident/Incident Group to Enterprise.
 26. The Data Steward selected in Step 21 above can then manage Enterprise users for the Incident/Incident Group.



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