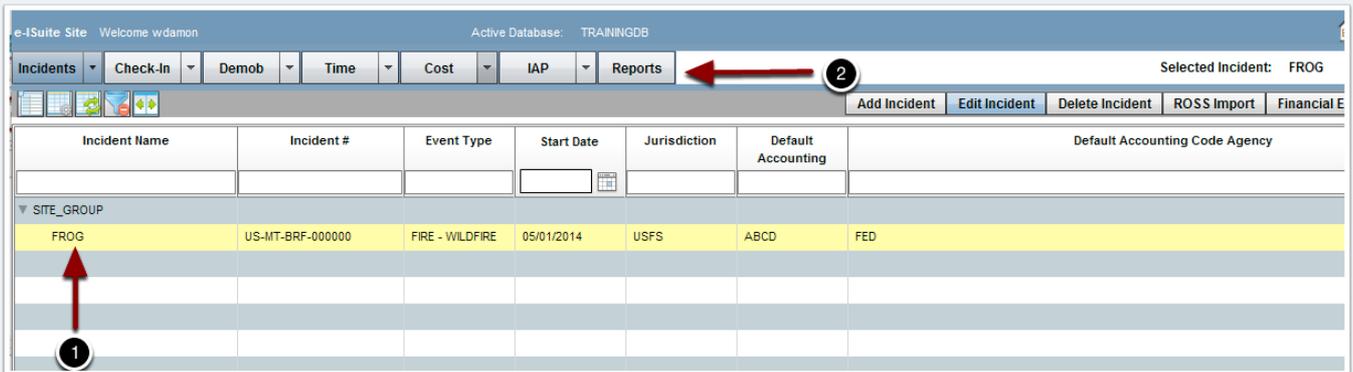


# Producing an Aggregate Custom Report

## Step 1: Select an Incident or Incident Group and Click on Reports



The screenshot displays the e-Suite application interface. At the top, the navigation bar includes 'Incidents', 'Check-In', 'Demob', 'Time', 'Cost', 'IAP', and 'Reports'. The 'Reports' menu item is highlighted with a red arrow and a circled '2'. Below the navigation bar, there are buttons for 'Add Incident', 'Edit Incident', 'Delete Incident', 'ROSS Import', and 'Financial E'. The main area contains a table with columns: Incident Name, Incident #, Event Type, Start Date, Jurisdiction, Default Accounting, and Default Accounting Code Agency. The first row is highlighted in yellow and contains the following data: FROG, US-MT-BRF-000000, FIRE - WILDFIRE, 05/01/2014, USFS, ABCD, FED. A red arrow points to this row, labeled with a circled '1'.

Incident Name	Incident #	Event Type	Start Date	Jurisdiction	Default Accounting	Default Accounting Code Agency
FROG	US-MT-BRF-000000	FIRE - WILDFIRE	05/01/2014	USFS	ABCD	FED

# Producing an Aggregate Custom Report

## Step 2: Click on Custom

The screenshot displays the e-1Suite Reports interface. At the top, the navigation bar includes 'Incidents', 'Check-In', 'Demob', 'Time', 'Cost', 'IAP', and 'Reports'. Below this, a secondary bar contains 'Plans', 'Time', 'Cost', and 'Custom', with a red arrow pointing to the 'Custom' tab. The main content area is titled 'All Resources Report' and is divided into several sections:

- Resource Reports:** A vertical list of buttons including 'All Resources', 'ICS-209 Resource Count', 'Qualifications', 'Strike Team/Task Force', 'Demob Reports', 'Check-Out Form', 'Demob Planning', 'Available For Release', 'Air Travel Request', 'Last Work Day', 'Actual Demob', and 'Ground Support'.
- Resource Categories:** A list of checkboxes for 'All Resources', 'Aircraft', 'Crews', 'Equipment', and 'Overhead', all of which are checked.
- Group by Section:** A list of checkboxes for 'All Sections', 'Operations', 'Command', 'Logistics', 'Plans', 'Finance', and 'External', all of which are checked.
- Resource Status:** A list of checkboxes for 'All Statuses', 'Checked-In', 'Demobed', 'Reassigned', 'Pending Demob', and 'Filled', all of which are checked.
- Report Sorts (Drag and Drop to Select):** A section with two columns: 'Available' (listing Request#, Resource Name, Item Code, Unit ID, Agency, Status, and Check-In Date) and 'Selected' (empty). Navigation buttons (>, <, >>, <<) are positioned between the columns.
- Options:** A set of checkboxes for 'Include Strike Team/Task Force Components', 'Subtotals on First Sort', and 'Group by Subsection', all of which are unchecked.
- Buttons:** A 'Show/Hide Instructions' button and 'Preview/Print' and 'Restore Defaults' buttons at the bottom.

# Producing an Aggregate Custom Report

## Step 3: Click on Add Report

The screenshot shows the 'e-Suite Site' interface with the 'Reports' tab selected. The 'Selected Incident' is 'FROG'. Below the navigation tabs, the 'Manage Reports' section is visible, containing a table with columns for 'Report Title', 'View', 'Visibility', and 'Owner'. A red arrow points to the 'Add Report' button in the 'Manage Reports' toolbar.

Report Title	View	Visibility	Owner

# Producing an Aggregate Custom Report

## Step 4: Select a View (in this case, PERSON - PLANS)

e-ISuite Site Welcome wdamon Active Database: TRAININGDB

Incidents ▾ Check-In ▾ Demob ▾ Time ▾ Cost ▾ IAP ▾ Reports

Plans Time Cost Custom

Report Information | Column Builder | Criteria Builder | Sort Builder | SQL Viewer

Select the View for the report. (The list of available views is based on user roles.)

Available Views \*

Define the character **PERSON - PLANS** Define Visibility

Report Title \*  Visibility  I

Sub Title

Landscape

Line Spacing  Single  One and Half  Double

Description

Click to access the Custom Reports area

# Producing an Aggregate Custom Report

## Step 5: Give the Report a Title and Click on Column Builder

e-!Suite Site | Welcome bdamon | Active Database: TRAININGDB

Incidents | Check-In | Demob | Reports

Plans | Custom

Report Information | Column Builder | Criteria Builder | Sort Builder | SQL Viewer

Select the View for the report. (The list of available views is based on user roles.)

Available Views \* PERSON - PLANS

Define the characteristics of the report.

Report Title \* COUNT OF EMPLOYEES BY EMPLOYEE TYPE

Sub Title

Landscape

Line Spacing  Single  One and Half  Double

Description

Define Visibility/Sharing options for the report.

Visibility  Public  Private

1

2

# Producing an Aggregate Custom Report

## Step 6: Select the Column that the COUNT is to be grouped by.

In this case, the report is to count employees by EMPLOYMENT TYPE, so the first column to be included is EMPLOYMENT TYPE.

The screenshot shows the 'Column Builder' interface in the e-Suite application. The 'Report Columns' table is highlighted with a red box, and a red arrow points to the 'EMPLOYMENT TYPE' row. The 'Select Columns (PERSON - PLANS)' list on the left includes 'EMPLOYMENT TYPE' which is currently selected.

Report Information | **Column Builder** | Criteria Builder | Sort Builder | SQL Viewer | Report Title: Count of employees by employe

Column Builder Steps.  
1) Add the columns to include on the report.  
2) (Optionally) Edit column characteristics.  
3) (Optionally) Move columns Up or Down.

Select Columns (PERSON - PLANS)

Name	Data Type	Header	Width (pixels)	Format	Aggregate
EMPLOYMENT TYPE	STRING	EMPLOYMENT TYPE	100		

Buttons: Edit, Up, Down

# Producing an Aggregate Custom Report

## Step 7: Select the column that is to be counted.

When counting Resources, ResourceID is a good field to use because there is a unique ResourceID for every resource.

The screenshot shows the 'Column Builder' interface in the e-Suite application. The 'Report Columns' table is as follows:

Name	Data Type	Header	Width (pixels)	Format	Aggregate
EMPLOYMENT TYPE	STRING	EMPLOYMENT TYPE	100		
RESOURCE ID	NUMBER	RESOURCE ID	100		

The 'RESOURCE ID' column is highlighted in blue in the 'Select Columns (PERSON - PLANS)' list on the left. A red arrow points from this list to the 'RESOURCE ID' row in the 'Report Columns' table. The 'Aggregate' column is currently empty for all rows.

# Producing an Aggregate Custom Report

## Step 8: Edit the Column that is to be counted

The Edit Function is where Aggregate Functions are set.

The screenshot shows the 'Column Builder' interface in the e-Report Suite. The report title is 'Count of employees by employee type'. The 'Report Columns' table is as follows:

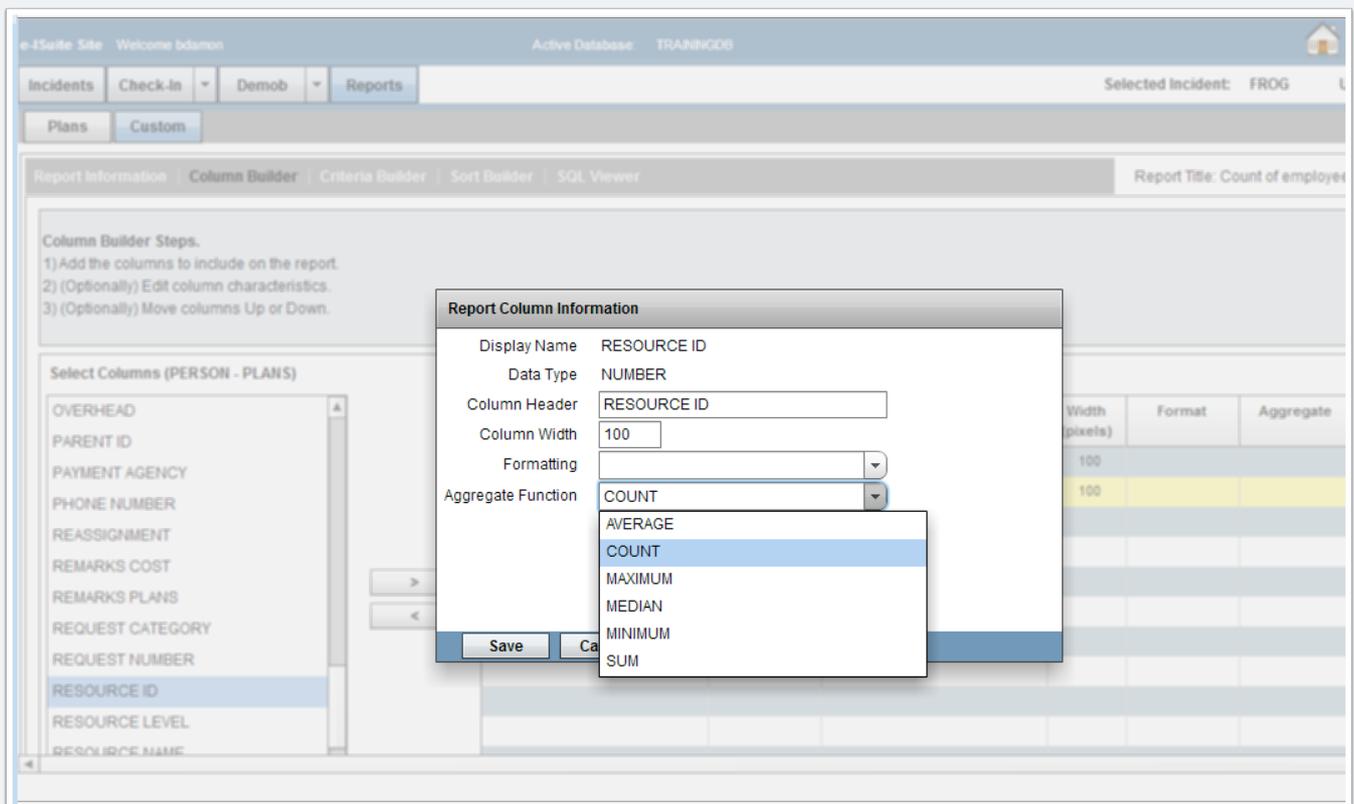
Name	Data Type	Header	Width (pixels)	Format	Aggregate
EMPLOYMENT TYPE	STRING	EMPLOYMENT TYPE	100		
RESOURCE ID	NUMBER	RESOURCE ID	100		

A red arrow points to the 'Edit' button for the 'RESOURCE ID' column. A tooltip above the button reads: 'Edit the properties of the selected column'. The 'Edit' button has a double-dot icon above it and a 'Down' button below it. The 'Select Columns (PERSON - PLANS)' list on the left includes: OVERHEAD, PARENT ID, PAYMENT AGENCY, PHONE NUMBER, REASSIGNMENT, REMARKS COST, REMARKS PLANS, REQUEST CATEGORY, REQUEST NUMBER, RESOURCE ID (highlighted), RESOURCE LEVEL, and RESOURCE NAME.

# Producing an Aggregate Custom Report

## Step 9: Add the Aggregate Function to be used for the Column that is being counted

In this case, ResourceID is to be counted, so the Aggregate COUNT function is applied to the ResourceID Column.



# Producing an Aggregate Custom Report

## Step 10: Click on Sort Builder to Specify Sort by EMPLOYMENT TYPE

Note: Since this report is counting all employees by EMPLOYMENT TYPE, there is no criteria to specify, so the Criteria Builder Screen is left blank.

The screenshot shows the e-LSuite interface with the 'Sort Builder' tab active. The 'Report Title' is 'Count of employees by employee type'. The 'Sort Builder Steps' section lists three instructions: 1) Add the columns to sort the report by, 2) (Optionally) Change the column's sorting order (Ascending/Descending), and 3) (Optionally) Move a column Up or Down. The 'Select Columns (PERSON - PLANS)' list includes 'EMPLOYMENT TYPE', which is highlighted. The 'Report Sort Columns' table shows 'EMPLOYMENT TYPE' with a sort order of 'ASCENDING'. The table has columns for 'Header' and 'Sort Order'. The 'Toggle Sort', 'Up', and 'Down' buttons are visible on the right side of the table.

Header	Sort Order
EMPLOYMENT TYPE	ASCENDING

# Producing an Aggregate Custom Report

## Step 11: Click on View as PDF to View/Print the Report

The screenshot shows the e-ISuite Reports interface. At the top, there is a navigation bar with 'Incidents', 'Check-in', 'Demob', and 'Reports' tabs. Below this, there are 'Plans' and 'Custom' tabs. The main area is titled 'Sort Builder' and contains instructions for adding columns and sorting. A list of columns is shown on the left, with 'EMPLOYMENT TYPE' selected. On the right, a 'Report Sort Columns' table is visible, with 'EMPLOYMENT TYPE' listed under the 'Header' section. At the bottom, a row of buttons includes 'View as PDF', 'Download Data as Excel', 'New Report', 'Save', 'Cancel', and 'Manage Reports'. A red arrow points to the 'View as PDF' button.

e-ISuite Site Welcome bdamon Active Database: TRAININGDB

Incidents Check-in Demob Reports

Plans Custom

Report Information Column Builder Criteria Builder **Sort Builder** SQL Viewer

**Sort Builder Steps.**  
1) Add the columns to sort the report by.  
2) (Optional) Change the column's sorting order (Ascending/Descending)  
3) (Optional) Move a column Up or Down.

Select Columns (PERSON - PLANS) Report Sort Columns

Select Columns (PERSON - PLANS)	Report Sort Columns
DEMobilIZATION CITY	Header
DEMobilIZATION DATE	EMPLOYMENT TYPE
DEMobilIZATION STATE	
DISPATCH NOTIFIED OF ACTUAL REL	
DISPATCH NOTIFIED OF TENTATIVE RI	
EMPLOYMENT TYPE	
ESTIMATED ARRIVAL TIME	
ESTIMATED DATE OF ARRIVAL	
FAX NUMBER	
FIRST DAY OF WORK	
FIRST NAME	
FLIGHT TIME	
INCIDENT JETPORT	
INCIDENT NAME	
INCIDENT NUMBER	
ITEM CODE	

View as PDF Download Data as Excel New Report Save Cancel Manage Reports

# Producing an Aggregate Custom Report

## Step 12: View or Print the Report from the PDF Reader Application

The screenshot shows a PDF document titled "e-ISuite Custom Report" with the subtitle "COUNT OF EMPLOYEES BY EMPLOYEE TYPE". The report data is as follows:

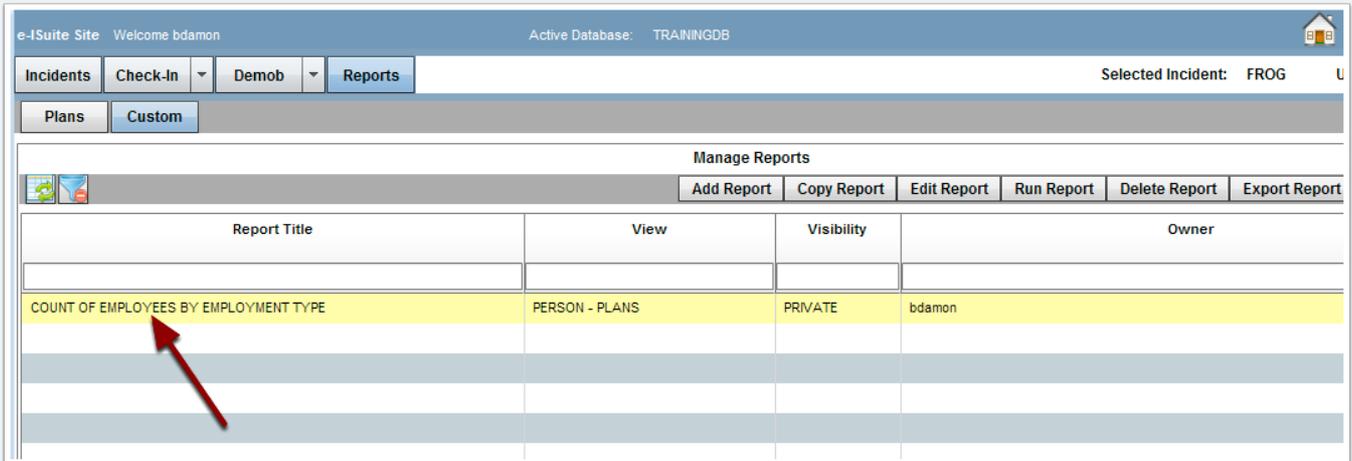
EMPLOYMENT TYPE	RESOURCE ID
AD	3
FED	8
OTHER	11
	361

A red arrow points to the "OTHER" row. A blue callout box contains the text: "There are 3 AD's, 8 FED's, 11 Others, and 361 People with no entry in the Employment Type Column."



# Producing an Aggregate Custom Report

## Step 14: The Custom Report is saved as a Private Report with a Title of COUNT OF EMPLOYEES BY EMPLOYMENT TYPE



The screenshot shows the 'Manage Reports' section of the e-ISuite application. The interface includes a navigation bar with 'Incidents', 'Check-In', 'Demob', and 'Reports' tabs. The 'Reports' tab is active, and the 'Custom' sub-tab is selected. The 'Manage Reports' table has columns for 'Report Title', 'View', 'Visibility', and 'Owner'. A red arrow points to the first row of the table, which contains the report title 'COUNT OF EMPLOYEES BY EMPLOYMENT TYPE', view 'PERSON - PLANS', visibility 'PRIVATE', and owner 'bdamon'.

Report Title	View	Visibility	Owner
COUNT OF EMPLOYEES BY EMPLOYMENT TYPE	PERSON - PLANS	PRIVATE	bdamon