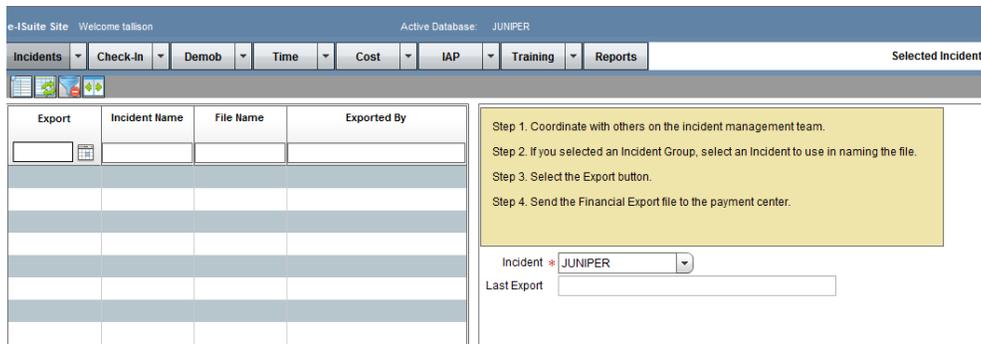


Getting Help

- Access the e-ISuite website at: <http://eisuite.nwcg.gov>
- Contact the Helpdesk at: (866) 224-7677

Create Financial Export File

1. From the Home page, click the Incidents button.
2. Select an Incident or Incident Group
3. Select the Financial Export button on the Incidents page.
4. If an Incident Group is selected, select an Incident from the drop-down list. This is to name the file only. It does not limit the file to the selected incident as all incidents in an Incident Group/Site Database will be included.
5. Click the Export button.
6. When the Warning message displays, read the message and click the Yes button to continue.
7. The financial export file will be generated and a Save As window will open.
8. Browse to the location where the financial Export file will be saved.



The screenshot shows the e-ISuite interface for creating a financial export file. The top navigation bar includes 'Incidents', 'Check-in', 'Demob', 'Time', 'Cost', 'IAP', 'Training', and 'Reports'. The 'Active Database' is set to 'JUNIPER'. Below the navigation bar is a table with columns: 'Export', 'Incident Name', 'File Name', and 'Exported By'. To the right of the table is a yellow box containing four steps: Step 1. Coordinate with others on the incident management team. Step 2. If you selected an Incident Group, select an Incident to use in naming the file. Step 3. Select the Export button. Step 4. Send the Financial Export file to the payment center. Below the yellow box is a dropdown menu for 'Incident' with 'JUNIPER' selected, and a text field for 'Last Export'.

TIPS

- ❖ Only one financial export file can be created per calendar day.
- ❖ When creating a financial export, all data for all incidents in an Incident Group/Site Database will be included, regardless of the incident that is selected during the Financial Export file creation process.
- ❖ To access the data repository, the user must have a NAP user account and password.

Uploading a Financial Export File

1. Open an internet browser.
2. In the Address bar, enter <http://eisuite.nwcg.gov>.
3. On the e-ISuite website, click the Data Repository button.
4. On the Enter Network Password dialog box, type NAP User Name and Password, and then click OK.
5. On the Data Repository page, select the file to upload by clicking the Browse button next to the File box.
6. To upload the file, click the Upload button.