



Producing an Aggregate Custom Report

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

The screenshot shows the e-ISuite application interface. At the top, there is a navigation bar with the following menu items: 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 the following columns: Incident Name, Incident #, Event Type, Start Date, Jurisdiction, Default Accounting, and Default Accounting Code Agency. The table is filtered by 'SITE_GROUP' and shows one incident: 'FROG' with incident number 'US-MT-BRF-000000', event type 'FIRE - WILDFIRE', start date '05/01/2014', jurisdiction 'USFS', default accounting 'ABCD', and default accounting code agency 'FED'. A red arrow points to the 'FROG' 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

e-Suite Site Welcome wdamon Active Database: TRAININGDB

Incidents Check-In Demob Time Cost IAP Reports

Plans Time Cost Custom

Resource Reports

- All Resources
- ICS-209 Resource Count
- Qualifications
- Strike Team/Task Force

Demob Reports

- Check-Out Form
- Demob Planning
- Click to access the Plans Reports area
- Available For Release
- Air Travel Request
- Last Work Day
- Actual Demob
- Ground Support

All Resources Report

Resource Categories

- All Resources
- Aircraft
- Crews
- Equipment
- Overhead

Group by Section

- All Sections
- Operations
- Command
- Logistics
- Plans
- Finance
- External

Resource Status

- All Statuses
- Checked-In
- Demobed
- Reassigned
- Pending Demob
- Filled

Report Sorts (Drag and Drop to Select)

Available		Selected
Request#	>	
Resource Name	<	
Item Code	>>	
Unit ID	<<	
Agency		
Status		
Check-In Date		

Include Strike Team/Task Force Components
 Subtotals on First Sort
 Group by Subsection

Show/Hide Instructions

Preview/Print Restore Defaults



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Step 3: Click on Add Report

The screenshot shows the e-ISuite Reports management interface. At the top, there is a navigation bar with tabs for Incidents, Check-In, Demob, Time, Cost, IAP, and Reports. The Reports tab is selected, and the 'Selected Incident' is FROG. Below the navigation bar, there are tabs for Plans, Time, Cost, and Custom. The main area is titled 'Manage Reports' and contains a table with columns for Report Title, View, Visibility, and Owner. A red arrow points to the 'Add Report' button in the top right corner of the table area.

Report Title	View	Visibility	Owner



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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 *

- ITEM CODE
- JETPORTS
- PERSON - PLANS
- PERSON - TIME
- PERSONS - POST
- RESOURCES - COST

Define the character set

Define Visibility Visible Hidden

Report Title *

Sub Title

Landscape

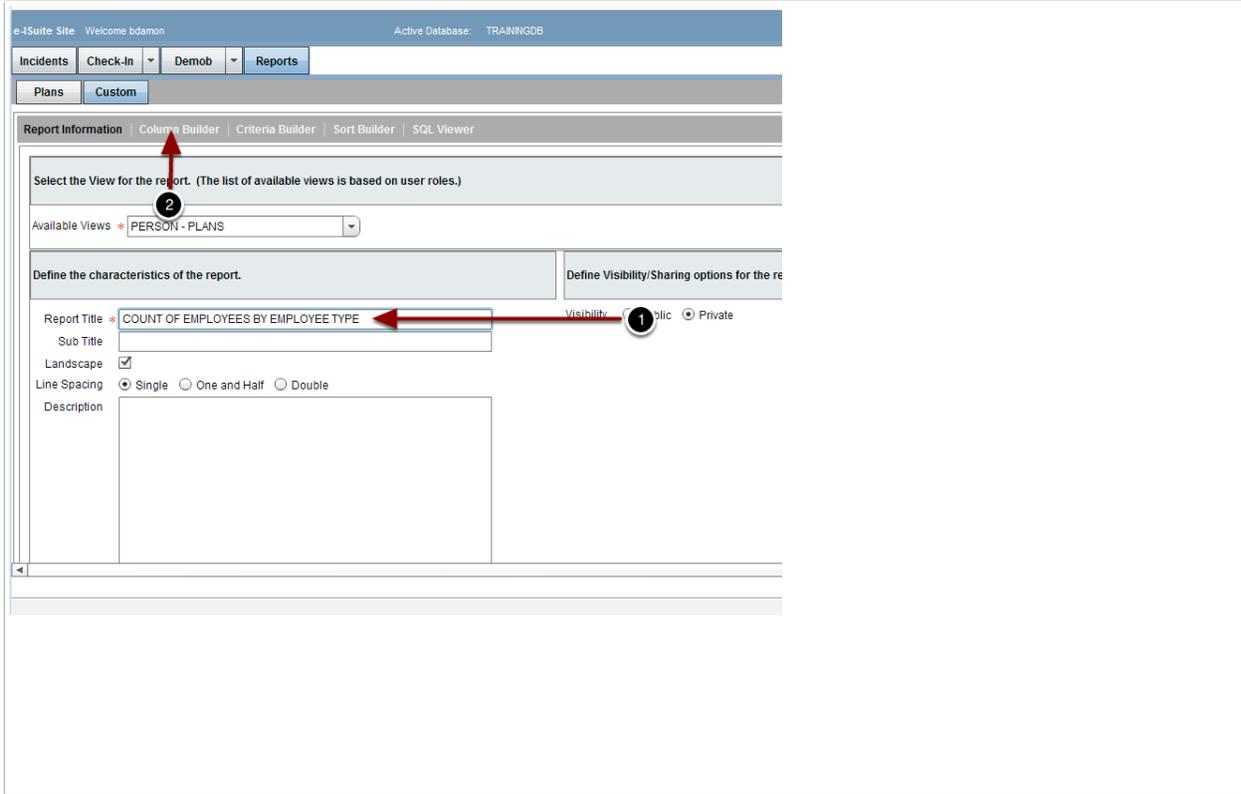
Line Spacing Single One and Half Double

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





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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-ISuite application. The 'Report Columns' table is highlighted with a red box, and a red arrow points to the 'EMPLOYMENT TYPE' row. The table has the following structure:

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

Below the table are buttons for 'Edit', 'Up', and 'Down'. To the left of the table are buttons for '>' and '<'. The 'Select Columns (PERSON - PLANS)' list on the left includes 'EMPLOYMENT TYPE' which is currently selected.



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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 e-ISuite Column Builder interface. The top navigation bar includes 'Incidents', 'Check-In', 'Demob', and 'Reports'. The 'Reports' tab is active, and the 'Custom' sub-tab is selected. The 'Selected Incident' is 'FROG' with ID 'US-MT-BRF-000000'. The 'Report Title' is 'Count of employees by employee type'. The 'Column Builder Steps' are: 1) Add the columns to include on the report, 2) (Optionally) Edit column characteristics, 3) (Optionally) Move columns Up or Down. The 'Select Columns (PERSON - PLANS)' list includes 'RESOURCE ID' which is highlighted. A red arrow points from 'RESOURCE ID' to the 'Report Columns' table. The 'Report Columns' table has the following data:

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

Buttons for '>', '<', 'Edit', 'Up', and 'Down' are visible.



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 e-ISuite Column Builder interface. The top navigation bar includes 'Incidents', 'Check-In', 'Demob', and 'Reports'. The 'Reports' tab is active, and the 'Selected Incident' is 'FROG US-MT-BRF-00000'. The 'Plans' section is set to 'Custom'. The main area is titled 'Column Builder' and shows 'Report Information', 'Criteria Builder', 'Sort Builder', and 'SQL Viewer'. The 'Report Title' is 'Count of employees by employee typ'. Below this, 'Column Builder Steps' are listed: 1) Add the columns to include on the report, 2) (Optional) Edit column characteristics, and 3) (Optional) Move columns Up or Down. The 'Select Columns (PERSON - PLANS)' list includes 'OVERHEAD', 'PARENT ID', 'PAYMENT AGENCY', 'PHONE NUMBER', 'REASSIGNMENT', 'REMARKS COST', 'REMARKS PLANS', 'REQUEST CATEGORY', 'REQUEST NUMBER', 'RESOURCE ID', 'RESOURCE LEVEL', and 'RESOURCE NAME'. The 'Report Columns' table is shown below, with columns for Name, Data Type, Header, Width (pixels), Format, and Aggregate. The 'RESOURCE ID' row is highlighted in yellow. An 'Edit' button is visible next to the 'RESOURCE ID' row, with a tooltip that says 'Edit the properties of the selected column'. A red arrow points to the 'Edit' button.

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



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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 displays the 'Sort Builder' screen in the e-ISuite application. The top navigation bar includes 'Incidents', 'Check-In', 'Demob', and 'Reports'. The 'Reports' section is active, showing 'Selected Incident: FROG' and 'US-MT-BRF-000000'. Below this, the 'Sort Builder' tab is selected, with a report title of 'Count of employees by employee typ'. The main area contains 'Sort Builder Steps' and a 'Report Sort Columns' table.

Sort Builder Steps:

- 1) Add the columns to sort the report by.
- 2) (Optionally) Change the column's sorting order (Ascending/Descending)
- 3) (Optionally) Move a column Up or Down.

Select Columns (PERSON - PLANS)

- DEMOBILIZATION CITY
- DEMOBILIZATION DATE
- DEMOBILIZATION STATE
- DISPATCH NOTIFIED OF ACTUAL RELE
- DISPATCH NOTIFIED OF TENTATIVE RI
- EMPLOYMENT TYPE**
- ESTIMATED ARRIVAL TIME
- ESTIMATED DATE OF ARRIVAL
- FAX NUMBER
- FIRST DAY OF WORK
- FIRST NAME
- FLIGHT TIME

Report Sort Columns

Header	Sort Order
EMPLOYMENT TYPE	ASCENDING

Control buttons: >, <, Toggle Sort, Up, Down.



Producing an Aggregate Custom Report Step 11: Click on View as PDF to View/Print the Report

The screenshot shows the 'Sort Builder' interface in the e-ISuite application. The top navigation bar includes 'Incidents', 'Check-In', 'Demob', and 'Reports'. Below this, there are tabs for 'Plans' and 'Custom'. The main area is titled 'Sort Builder Steps' and contains 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 interface is divided into two columns: 'Select Columns (PERSON - PLANS)' and 'Report Sort Columns'. The 'Select Columns' list includes 'EMPLOYMENT TYPE', which is currently selected. The 'Report Sort Columns' list shows 'EMPLOYMENT TYPE' under a 'Header' section. At the bottom of the interface, there is a row of buttons: 'View as PDF', 'Download Data as Excel', 'New Report', 'Save', 'Cancel', and 'Manage Reports'. A red arrow points to the 'View as PDF' button.



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

The screenshot shows a PDF viewer window titled 'rpt1415377349792.pdf - Adobe Reader'. The report content is as follows:

e-ISuite Custom Report Incidents: FROG 11/07/2014 08:22
COUNT OF EMPLOYEES BY EMPLOYEE TYPE

EMPLOYMENT TYPE	RESOURCE ID
AD	3
FED	8
OTHER	11
	361

A red arrow points to the '361' value in the table. A cyan 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.'



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Step 13: Save the Custom Report and Click on Manage Reports

The screenshot displays the 'Sort Builder' interface in the e-ISuite application. The top navigation bar includes 'Incidents', 'Check-In', 'Demob', and 'Reports'. Below this, there are tabs for 'Plans' and 'Custom'. The main content area is titled 'Sort Builder Steps' and contains 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 interface is divided into two panes: 'Select Columns (PERSON - PLANS)' on the left and 'Report Sort Columns' on the right. The 'Select Columns' pane lists various fields, with 'EMPLOYMENT TYPE' selected. The 'Report Sort Columns' pane shows a table with a 'Header' row and several data rows. Two red arrows labeled '1' and '2' point to the first and second data rows, respectively. At the bottom of the interface, there are buttons for 'View as PDF', 'Download Data as Excel', 'New Report', 'Save', 'Cancel', and 'Manage Reports'. A yellow tooltip with the text 'Click to save the Report' is positioned over the 'Save' button.



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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 report titled 'COUNT OF EMPLOYEES BY EMPLOYMENT TYPE' is listed with a view of 'PERSON - PLANS' and visibility set to 'PRIVATE'. A red arrow points to the report title.

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