



CUSTOM REPORT NOTES FOR TNSPs

The Trainee Report View is available in Custom Reports to create TNSP specific reports. A number of “canned” reports have been created for use. Individuals can also create their own reports.

The “canned” reports MUST be imported into the Custom Reports module. Download the Zip file from the e-ISuite website (<http://famt.nwcg.gov/applications/eISuite/support/resources> under Custom Reports) to an external (thumb) drive that can be used at an incident to perform the import. **Files are all .XML.**

- Insert external device with files into computer port.
- In e-ISuite, select the incident, then select Reports > Custom Reports.
- On the Manage Reports screen, select Import Report.
- Browse for report file(s) in the external device.
- Select Open.
- Select Save.
- Report will appear on the Manage Reports screen, ready for use.
- Only 1 report can be imported (or exported) at a time.

NOTE: These and other user-created reports can be exported by selecting EXPORT REPORT from the Manage Report screen, and then saved to an external device. Follow the above steps to import the reports to the database at the next incident.

PDF Reports:

Select **RUN REPORT** on the Manage Reports screen to create these reports.
Click on the **VIEW AS PDF** button.

Note: Reports 1-3 contain data fields relevant to the report description.

1. Trainee – Assignment List
Data on Trainee and Assignment(s)
2. Trainee – Assignment -- Evaluator List
Data on Trainee, Assignment(s) and Evaluator(s)
3. Trainee – Home Unit List
Data on Trainee and Home Unit Contact

Important: *Read the notes under Description on the Manage Reports screen as the following reports require adjustment each time for the date or date range in the Criteria Block of the report.*

4. Trainees Active as of Today
Lists active trainees as of the date entered in the report generator.
5. Trainees Checked in by Check-in during IMT Assignment
How many and who are the trainees who checked into the incident while this IMT was on the incident and who had the TRAINEE Checkbox checked by the SCKN when they checked in. (They may or may not have checked in with the TNSP.)
6. Trainees Who Checked in During IMT Assignment



- How many and who are the trainees who checked into the incident while this IMT was on the incident and who also checked in with the TNSP to work on a Taskbook.
7. Trainees Not Closed Out before IMT took over
How many and who are the trainees on the incident that are still working on trainee assignment when this IMT took over the incident.
 8. Trainees Who Closed Out During this IMT Assignment
How many and who are the trainees who closed out their assignment(s) while this IMT was on the incident.
 9. Trainees Not Closed Out at End of this IMT Assignment
How many and who are the “not closed out” trainees who are staying on the incident after this IMT leaves the incident.
 10. Trainees Processed by 1st IMT
How many and who are the trainees who were processed by the first IMT while the IMT was assignment to the incident.
 11. Trainees Processed by 2nd IMT
How many and who are the trainees who were processed by the 2nd or subsequent IMTs while the IMT was assigned to the incident.

Important: Below reports are TNSP counts for numbers of trainees given certain parameters based on the Trainee checkbox in Check-in and the Trainees’ current Status.

12. Trainee Checkbox False (not checked) and Status “C” Only
List all Trainees who have checked in with the TNSP but were NOT ordered as a Trainee
13. Trainee Checkbox False (not checked) Total
List and count all Trainees who checked in with the TNSP and did NOT have the Trainee Checkbox checked during Check-in.
14. Trainee Checkbox True (checked) and Status “C” Only
List all Trainee who were ordered as Trainees and the Trainee checkbox was checked as they checked in.
15. Trainee Checkbox True (checked) Total
List and count all Trainees who had the trainee checkbox checked during Check-in. Includes all Trainees regardless of their status.

Excel Reports:

Important: The output for these reports **MUST be in Excel**. Notice EXCEL is in the title.

Click **EDIT REPORT** on the Manage Reports screen to create these reports.
Click **DOWNLOAD DATA AS EXCEL** button.

16. Trainee and Evaluator EXCEL File
Contains all fields related to Trainee and Evaluator(s). Run as EXCEL, not PDF.
17. Trainee and Home Unit EXCEL File
Contains all field related to Trainee and Home Unit Contact. Run as EXCEL, not PDF.
18. Trainee Home Unit Label EXCEL File
Data to create mailing labels for Home Unit Contact associated with Trainee Name.
Labels must be generated through a WP mail merge function.



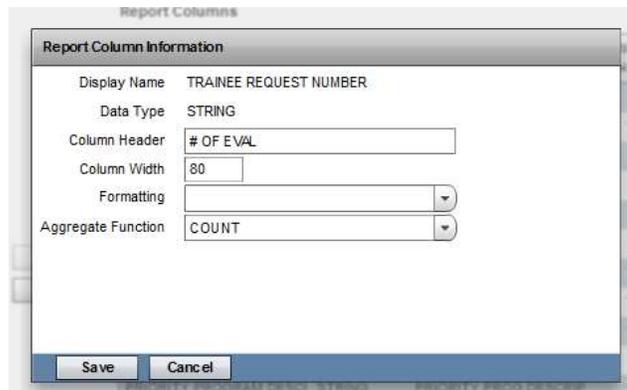
CREATING A CUSTOM REPORT – HELPFUL TIPS

1. In the Column Builder, the default size for each data field is 100 pixels. The number of pixels can be edited to better display the data when needed. Below are alternative sizes that can be helpful in displaying the data. (One character is approximately 7-8 pixels.)

Data Field	Recommended size
Agency	50
Cell phone (trainee)	70
Dates	65
Descriptions	100
Evaluator/Home Unit Contact Phone Number	80 (This field is formatted differently from the cell phone field)
Item Code	50
Names	150
Request Number	60
Unit ID	70

Remember to SAVE the report!

2. For Trainees that have more than one Evaluator or Assignment, multiple instances of their data will display in reports. In order to return only one instance of the trainee, edit the Report Column Information on the Column Builder screen as follows:
 - Select the field where multiple values may exist (i.e. Number of Evaluators)
 - Select EDIT on the right side of the Column Builder screen.
 - In the Aggregate Function field of the Report Column Information pop up window, select COUNT from the dropdown menu.



The report will return only one instance of the trainee, but will reflect the correct number of evaluators for that trainee.