Getting Help

- Access the e-ISuite website at: **http://famit.nwcg.gov/applications/eISuite**
- Contact the Helpdesk at: **(866) 224-7677**

Check-In

Users with the Check-In/Demob role have access to those tabs; users with Check-in/Demob, Time and Cost have access to the Common Data and are able to check-in and roster resources.

1. From the Home Page, click the **Incident** button.
2. Select an Incident or Incident Group from the grid and click the **Check-In** button.
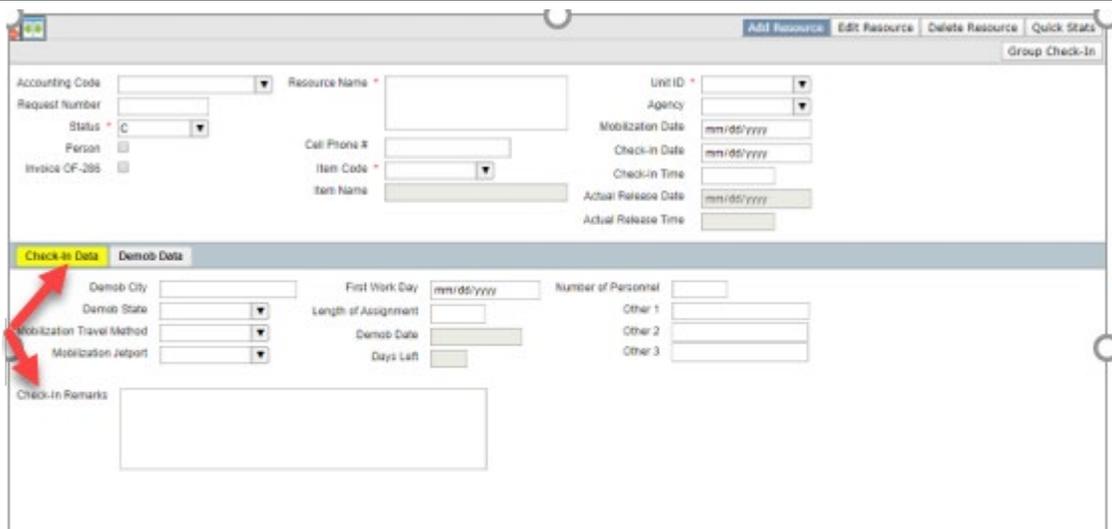
Check-In Menu

1. Select **Check-In Settings** from the **Check-In** drop-down menu to define the settings for the Check-In area.
2. Add additional **Item Codes** to **Quick Stats** on the Quick Stats Settings screen.

   NOTE: Crew Item Codes are listed as defaults.

3. Define **Other Field** labels on the Other Field Labels screen.
4. On the **Default Check-In Date and Time** screen, identify whether to automatically insert the system date/time into the **Check-In Date/Time** fields or leave them blank for manual entry when adding a new resource.

Add/Edit a Resource

Common Data

NOTE: There are four mandatory fields, which must be completed to save a resource to an incident. An IROC Import to e-ISuite will populate these fields automatically. If a resource is manually added, these fields must be completed by the user. The fields include **Status**, **Resource Name**, **Item Code** *and* **Unit ID**.

1. The Accounting Code field can populate with a default code if one is set. Select the appropriate Accounting Code from the drop-down list if there are multiple Accounting Codes for an incident/incident group.

2. Enter the common data including: **Request #**, **Status**, (check **Person** checkbox to indicate a person and see the **Last Name** and **First Name** fields), **OF-286 checkbox (**for contract resources)**, Resource Name**, **Cell Phone #, Item Code**, **Trainee** (if person), **Unit ID**, **Agency**, **Mobilization Date**, **Check-In Date**, **Check-In Time.** The **Actual Release Date** and **Actual Release Time** will be entered when the resource is demobing.

Check-In Data

1. Select the **Check-In Data** tab.
2. Enter the **Demob City**.
3. Enter **Demob State**, **Mobilization Travel Method**, **Mobilization Jetport**, **Number of Personnel**, **First Work Day**, and **Length of Assignment**, **Number of Personnel** (if not person), **Other1, Other2 and Other3**. If the **Travel Method** is **Air** or **Air and Rental**, **Air Travel** tabs will appear.
4. **Demob Date** and **Days Left** are automatically calculated.
5. Enter any additional pertinent information about this resource in **Check-In Remarks.**
6. Enter **Qualifications,** both trainee and qualified
   - Click on **Add**.
   - Choose a Qualification from the **Item Code** drop-down list.
   - Check the **Trainee** checkbox if the resource is a trainee.
   - Click the **Save** button to save the qualification. Repeat to add additional qualifications.
   - To edit a qualification, select the qualification, click the **Edit** button, make the appropriate changes, and click the **Save** button.
   - To delete a qualification, select the qualification and click the **Delete** button. When the confirmation message displays, click the **Yes** button.

Group Check-In

Group Check-In

1. In the **Resource** grid, utilize the **Group Check-In** option by selecting multiple resources.
2. Click the Group Check-In button.
3. The **Group Check-In** window opens with the first selected Resource highlighted. The system automatically changes the **Status** to "C," Checked In.
4. After entering data for a selected resource, click the **Save/Next** button. The next resource will display for editing.

Roster Resources

1. Select **Save and Roster** if adding a new primary Resource. Select **Roster Resource** to roster an existing primary resource.
2. In the **Roster Resource** pop up window, there are two tabs: **Roster New Resource**, **Roster Existing Incident Resource.**

Roster New Resource

1. Enter a new primary resource (click **Save and Roster**) or select a primary resource from the Resource grid to which new subordinate resources are to be rostered (click **Roster Resource**).
2. Select the **Roster New Resource** tab when the Roster screen displays.
3. Select an **Accounting Code** if a code has not defaulted for the resource.
4. **Request Number** will display the primary resource's request number and automatically add a decimal for the next subordinate resource. Add an appropriate incremental number after the decimal point.

   Enter remaining resource information.

NOTE: If Common data fields and Check-in Data fields have been completed in the primary resource record, that data will propagate the subordinate resource records. If there is a variation in data for any of the rostered subordinate resources, change the data in those fields and save. This data will not be overwritten by any primary resource data changes.

Roster Existing Resource

1. Enter a new primary resource (click **Save and Roster**) or select a primary resource from the Resource grid to which new subordinate resources are to be rostered (click **Roster Resource**).

2. Select the **Roster Existing Resource** tab. A list of available incident resources that can be rostered displays.

3. Select one or more Resources in the grid and click **Save** to roster the resource(s) to the primary resource.

   NOTE: The original Request Number will not change for this rostered resource(s).

Unroster a Resource

1. Select the primary resource from the **Resource** grid.

2. Click the **Roster Resource** button.

3. Select the subordinate resource to be unrostered.

4. Click the **Unroster** button. The resource is returned to its original status.

Roster Resources Propagation Popup

1. The **Propagation** popup screen confirms with the user what data will be propagated to subordinate record(s). Regardless of whether primary resources are selected in the main Resource grid or from the Roster Resources screen, the system will display a Propagation pop-up window when specific data fields are edited. This screen includes a list of fields that will propagate data on Save. Propagation of data only occurs if current data is being edited or deleted, not if the data is being entered for the first time. Uncheck any listed fields for which data should not propagate.