Custom Reports

Getting Help

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

Custom Report Tips

1. Any user who has the Check-In/Demob, IAP, Time, Cost, or Data Steward role can create Custom Report templates.
2. In Site, the data the system includes in the report will be based on the Incident selected, or all Incidents in the database if the Site Group is selected
3. In Enterprise, the data the system includes in the report is based on the Incident or Incident Group that is selected. If an Incident Group is selected, the report will include data for all incidents in that Incident Group. However, if a single Incident within an Incident Group is selected, the report will include data for only that Incident.
4. 4. Users can select a view for the custom report based on their roles. Once a view is selected, columns can be added to a custom report.

Available Views	Check-In/Demob	IAP	Time	Cost	Data Steward
Resources - Plans View	YES	YES	YES	YES	YES
Person - Plans View	YES	YES	YES	YES	YES
Resources - Time View	NO	NO	YES	NO	YES
Person - Time View	NO	NO	YES	NO	YES
Resources - Cost View	NO	NO	NO	YES	YES
Resources - Cost Rates	NO	NO	NO	YES	YES
Persons - Post View	NO	NO	YES	NO	YES
Item Code View	YES	YES	YES	YES	YES
Unit ID View	YES	YES	YES	YES	YES
Jetport View	YES	YES	YES	YES	YES

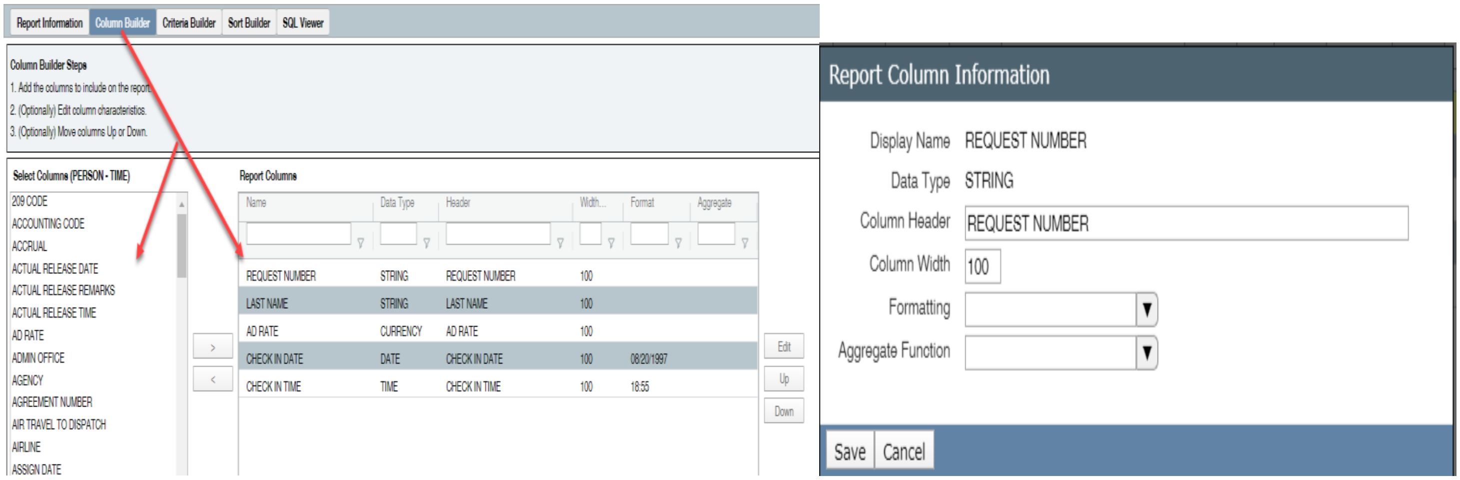
5. Titles and Sub-Titles can be added for the custom report.
6. Orientation can be set to Portrait or Landscape.
7. Line Spacing can be set to Single, One and a Half or Double.
8. Custom Report templates can be kept private by selecting the **Private** radio button. To make a report available to other users, select the **Public** radio button.

Column Builder

1. Select a view on the Report Information tab before accessing the Column Builder tab. If a view is not selected, the system will not display any columns for selection on the Column Builder tab.
2. Identify the columns to include on the report. A user can also change the order of the columns by selecting a column in the grid and using the **Up** and **Down** buttons to move its location. The order in which the columns display in the Report Columns grid is the same order in which they will print on the report.
3. A user can edit a column's Header, Width, Formatting or Aggregate Function.
4. The default column width is 100 pixels. (7 pixels is approximately 1 character).
5. The options that display in the Aggregate Function list depend on the data in the column.

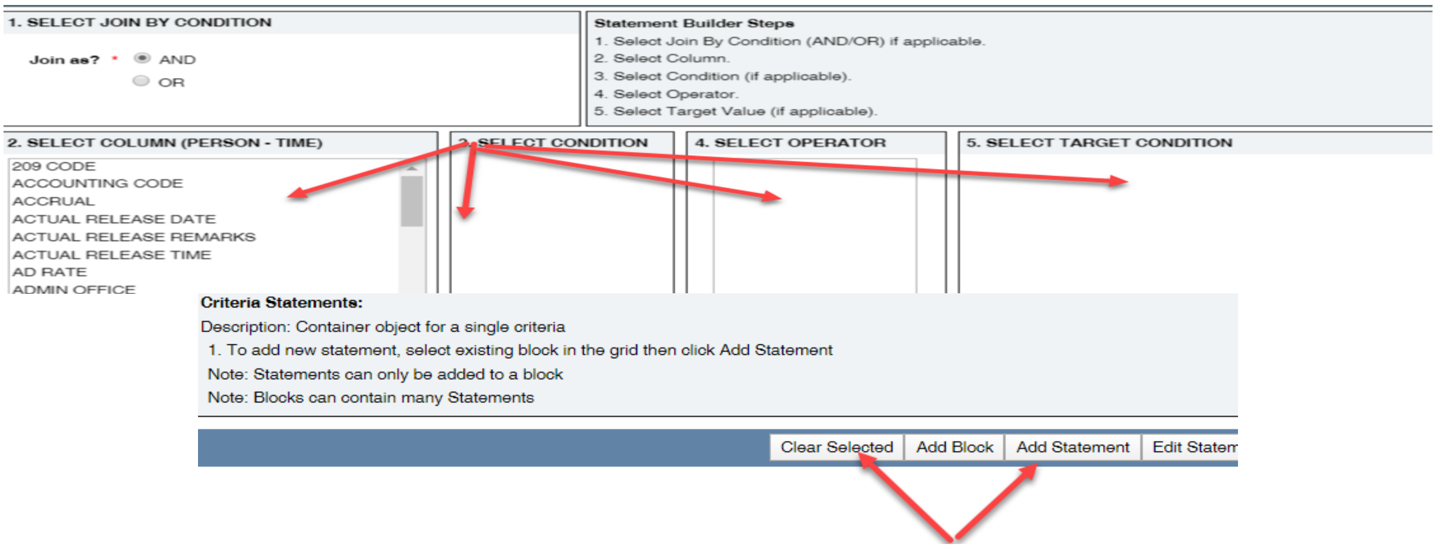
Column Builder cont'd

6. At least one column must be defined before saving the custom report.



Criteria Builder

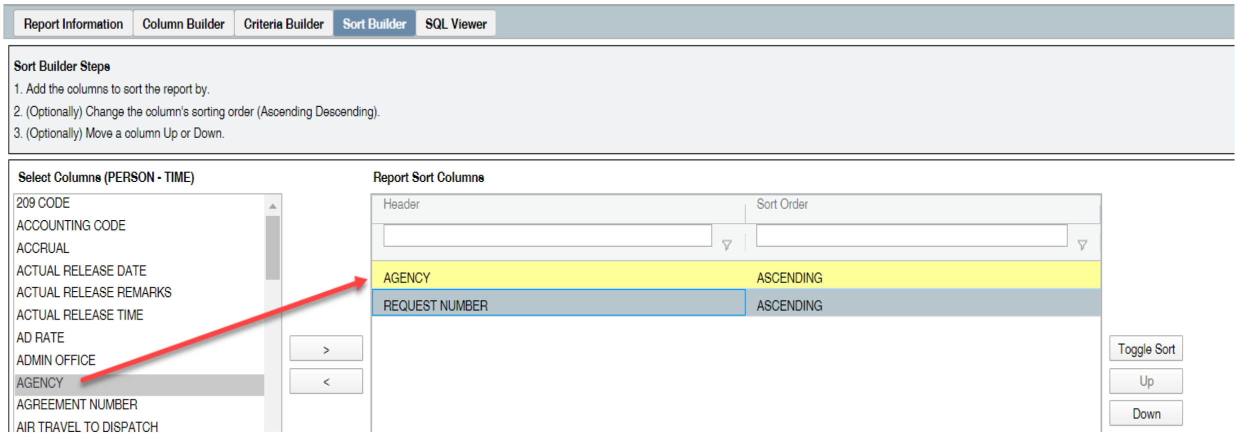
1. A block must exist before adding any statements to the custom report. All statements are contained within a block.
2. When the A**dd Statement** button is clicked, a Criteria Statement Builder screen opens.
3. A user can select a column to which criteria will be added.
4. A user can select the condition to apply to the column (e.g., mm/dd/yy, text, value, etc.).
5. A user can select an operator for the condition (e.g., is equal to, not equal to, starts with, ends with, etc.)
6. A user can select a target condition which is the value that the data must meet in order to match the criteria (e.g., Data, Value, etc.).
7. On the Criteria Statement Builder, a user must identify whether the statement uses an **AND** or **OR** condition.
8. Additional blocks can be added to the custom report.
9. When the **Join By** window displays, a user can indicate whether the block will be joined to another block with an **AND** or an **OR**.
10. To view the SQL statement that is created from the criteria added to the report, click the **SQL Viewer** tab.



Custom Reports

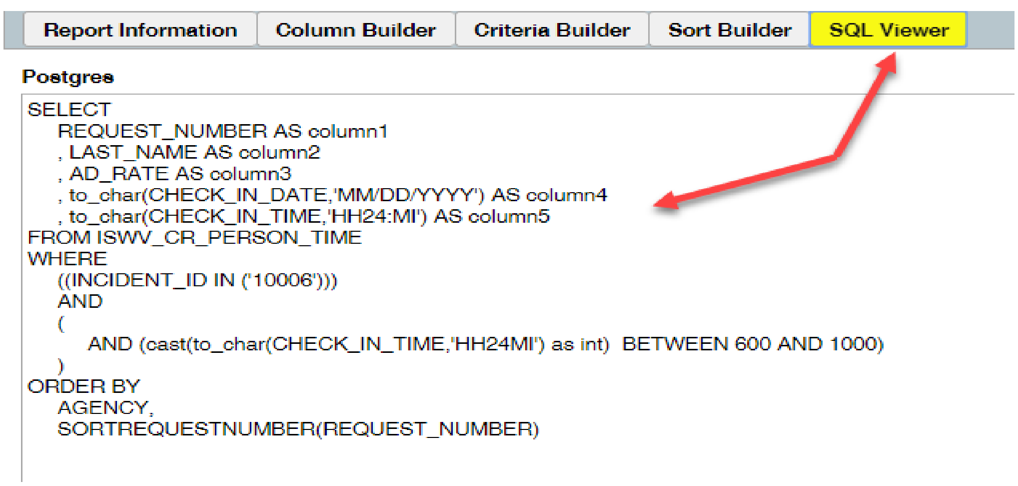
Sort Builder

1. Reports can be sorted by one or more columns. Use the shuttle boxes and the **Up** and **Down** buttons to place the sort columns in the order the report is to be sorted. Note that any column specified in the Sort Builder must also be included in the Column Builder.
2. To change the order of the Columns in the Report Sort Columns grid, select the column from the grid and use the **Toggle Sort, Up** and **Down** buttons to move the column into the desired folder.



SQL Viewer

1. To view the SQL statement that was created as the criteria was added to the custom report, select the SQL Viewer tab. The report must have a view and at least one column selected before the system will display the SQL statement.



Managing Custom Reports

1. Custom Reports can be edited, deleted or exported to a file and subsequently imported into another e-ISuite incident. Please see the section in the User Guide on Custom Reports for further information.