General QRC

Getting Help

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

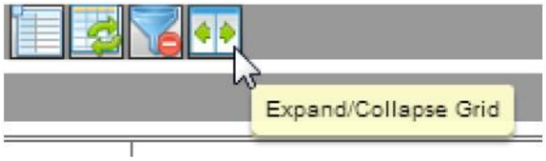
Toolbar

Main Toolbar

Filter Toolbar

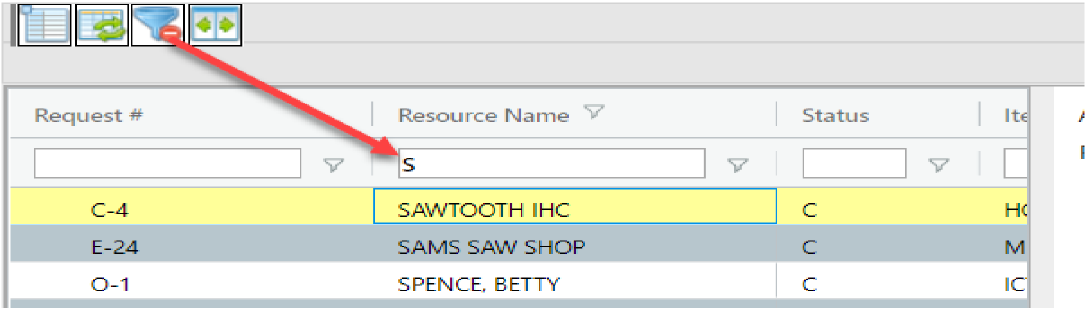
To Display Tool Tips

1. Use the mouse to move the cursor over the top of the button. When the mouse cursor hovers over the button, a tool tip displays for the button.



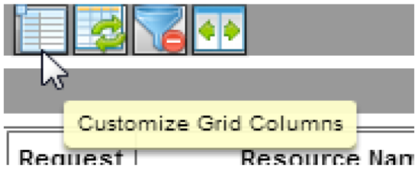
Grid Features

1. **Filter Bar:** Type a term into the Filter Bar to only display those items that meet the search requirements. The filters that are available are based on the columns included in the grid.
2. A user can type the first few characters of the search term, rather than the entire term to filter the grid. For example, enter **S** in the **Resource Name** filter box, every name that begins with CH displays in the grid.
3. To clear the filter, click the **Clear Grid Filters** button.



Customize Grid Columns

1. To select which columns display in the grid screen, click the **Customize Grid Columns** button. A list of available columns displays. Click to select the checkbox next to the column to display.



Refresh Grid Columns

1. To refresh the data in the grid, click the **Refresh Grid Data** button.

NOTE: If expected data does not display in the grid, click the Refresh Grid Data button.

Expand/Collapse Grid

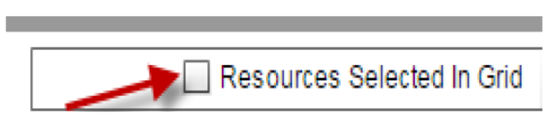
1. To expand or collapse the grid, click the **Expand/Collapse Grid** button.

Exclude Filled/Exclude Demobed/Exclude Reassigned Resources

1. The **Exclude Filled** and the **Exclude Demob/Reassigned** checkboxes can be selected separately or both can be selected. These options will exclude resources with a Filled status or a Demobed/Reassigned status in the Resources grid.

Resources Selected in Grid Filter (Demob/Cost)

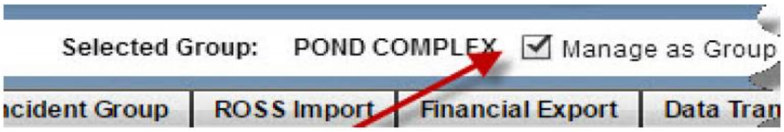
1. The **Resources Selected in Grid** checkbox allows the user to select specific resources in the grid and perform actions on only those resources that are selected. If this checkbox is unchecked, then the actions will affect all resources. Hold the **Ctrl** key or **Shift** key down to select multiple resources in the Resource Grid. Click a menu item or button to take action on only the selected resource(s).



Time – Treat Enter as Tab

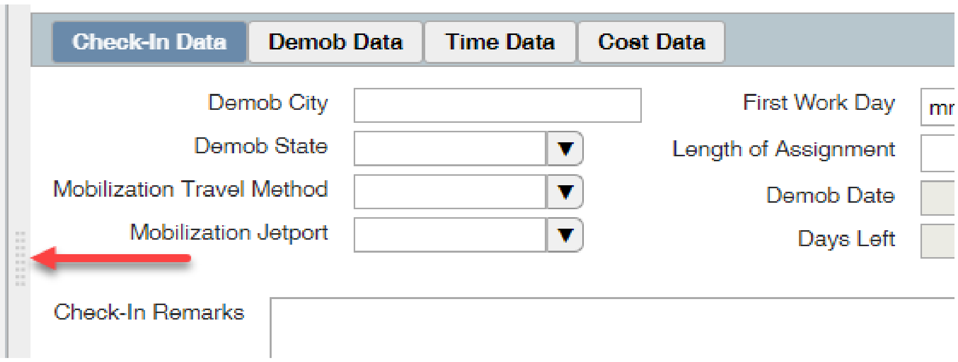
1. **Treat Enter as Tab** is a user preference and displays in the time posting area. When **Treat Enter as Tab** is checked, use the Tab key to move between each data entry field while working in this area. If a user account does not have the Time role assigned, this option will not be visible.

1. Users can manage incidents together as a group by checking the **Manage as Group** checkbox. When this option is selected, the grid will contain all of the data from all incidents in the group.



Resize Bars

1. Using the cursor, grab the three bars on the edges of the data entry screen and pull back and forth to expand and contract the data entry screen areas.



Dates

1. Press the following keys in the **Date** box to display the listed dates:
   = Current System Date
   + Next Day's Date
   – Previous Date

NOTE: Press the + key multiple times to scroll through future dates until the appropriate date displays. Press the - key multiple times to scroll through previous dates until the appropriate date displays.