IAP

Getting Help

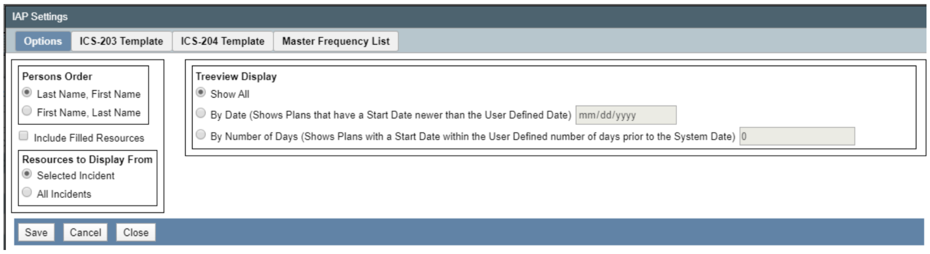
- Access the e-ISuite website at: **http://famit.nwcg.gov/applications/eISuite**
- Contact the Helpdesk at: **(866) 224-7677**

IAP

1. On the Home page, click the **Incidents** button.
2. Select an Incident or Incident Group.

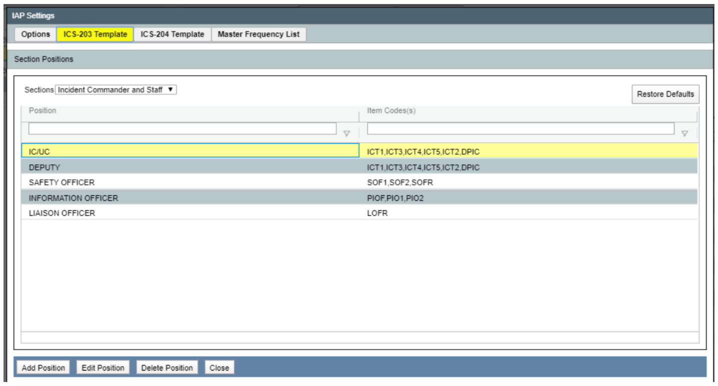
IAP Settings

1. Select the IAP drop-down menu by clicking the arrow next to the **IAP** menu button.
2. Select **IAP Settings**.
   a. Select the **Options** tab.
      i. Select how to display the resource name (Last Name/First Name or First Name/Last Name) as it will appear in the ICS 203 and ICS 204 forms.

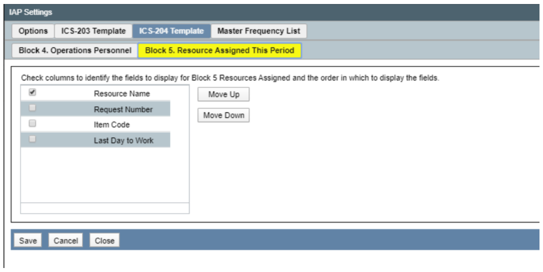


      ii. To include resources with a Filled Status in all Resources list, check the **Include Filled Resources** checkbox.
      iii. Under Treeview Display, select the **Show All Plans** option to show all plans.
         a. To display the plans by date, select the **By Date** option and enter the date or select from the calendar.
         b. To display plans by number of days, select the **By Number of Days** option and enter the number of days.
      iv. Choose to display resources from All Incidents, or only the Selected Incident
      v. Click the **Save** button to save the changes.
   b. Select the **ICS 203 Template** tab.
      i. Select a Section from the **Sections** dropdown list. Default positions for that section are displayed.
      ii. To add an Item Code to an existing position, click on the position, click **Edit Position**, locate the Item Code in the **Available** grid. Shuttle the Item Code(s) to the Selected grid. Click **Save**.
      iii. To delete an Item Code from an existing position, click on the position, click **Edit Position**, locate the Item Code in the **Selected** grid. Shuttle the position to the Available grid. Click **Save**.
      iv. Click **Add** to add a new position and Item Code(s). Enter the Position title in the Position data field. Search for the associated Item Code(s) in the **Available** grid. Shuttle the Item Code(s) to the **Selected** grid. Click **Save**.
      v. To delete a position and Item Code(s), select the position in the grid. Click **Delete**. When the confirmation message displays, click **Yes** to confirm the deletion.
      vi. Click the **Restore Defaults** button to restore positions and Item Codes defaults for selected Section. When the confirmation message displays, click **Yes** to confirm the restoration.

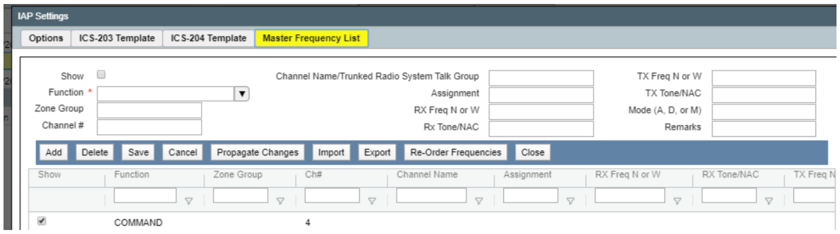
IAP Settings cont'd



c. Select the ICS 204 Template tab.
   i. Select **Block 4. Operations Personnel** tab. Steps to make these changes are the same as the ICS 203 Template above. Please follow those directions.
   ii. Select **Block 5. Resource Assigned This Period** tab.
      a. Click the checkbox to check or uncheck which fields will be displayed in Block 5 Resources Assigned on the ICS 204.
      b. Reorder the fields by clicking **Move Up/Move Down**.
      c. Click **Save**.



d. Select the **Master Frequency List** tab.
   i. **Add** a new frequency.
      a. Check the **Show** checkbox to show the frequency in the selection list.
      b. From the **Function** drop-down list, select a function.
      c. Enter the **Zone Group**, **Channel #, Channel Name/Trunked Radio System Talkgroup**, **Assignment**, **RX Freq N or W**, **RX Tone/NAC**, **TX Freq N or W**, **TX Tone/NAC**, **Mode A, D, or M,** and any **Remarks**.



   ii. Import Master Frequency List
      a. Click the **Import** button.
      b. Navigate to the area where the Master Frequency List is located.
      c. Select the **Master Frequency List** to import.
      d. Click the **Import** button.

IAP Settings cont'd

e. Edit an existing Frequency
   i. Select a frequency to edit, the information displays in the top box.
   ii. hange any of the data for the frequency.
   iii. Click the **Save** button to save any changes to the frequency.
   iv. Click the **Propagate Changes** button to propagate any changes to existing forms that are using the frequencies to which changes were made. (Locked forms or forms open for editing will not update.)

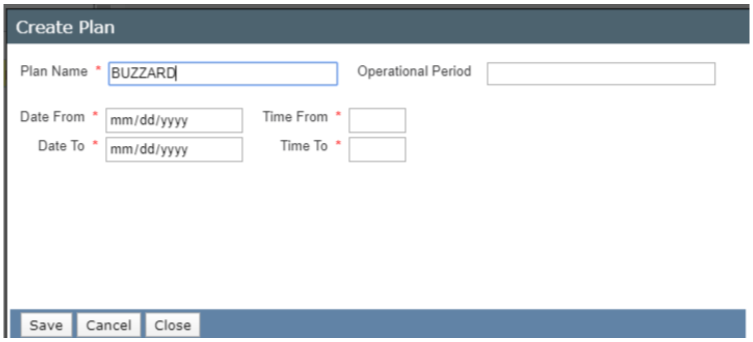
f. Delete an existing Frequency
   i. Select a frequency to delete.
   ii. Click the **Delete** button.
   iii. When the confirmation message displays, click **Yes** to confirm the deletion.

g. Export a Master Frequency List
   i. Click the **Export** button.
   ii. In the browser window, navigate to the directory where the export file will be saved.
   iii. Change the file name if desired and click the **Save** button to export the data.

h. Re-order Frequencies
   i. Click the **Re-Order Frequencies** button.
   ii. Use the **Move Up/Move Down** buttons to re-order frequencies.
   iii. Click **Save** to save the order of the frequencies.

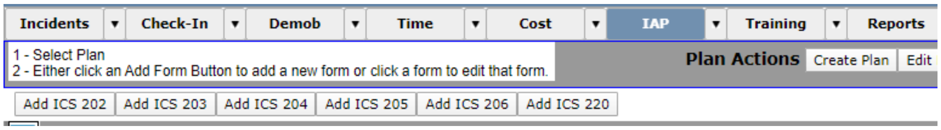
Creating a Plan

1. Click the **IAP** button.
2. On the IAP screen, click the **Create Plan** button to open the **Create New Plan** window.
3. The system pre-populates the **Incident Name** field with the name of the selected Incident or Incident Group. If needed, the Incident name can be edited.
4. Enter an **Operational Period**, **Date From**, **Time From**, **Date To** and **Time To** for the plan.
5. Click the **Save** button to save the plan.



Adding a Form

1. Click the **IAP** button.
2. Select the plan to which the form will be added.
3. Click the appropriate Add ICS form (e.g., add ICS 202) button.
4. Click the different tabs to navigate between the areas on the ICS form.
5. Click the **Save** or **Save/Next Block** buttons to save the data and complete each tab.



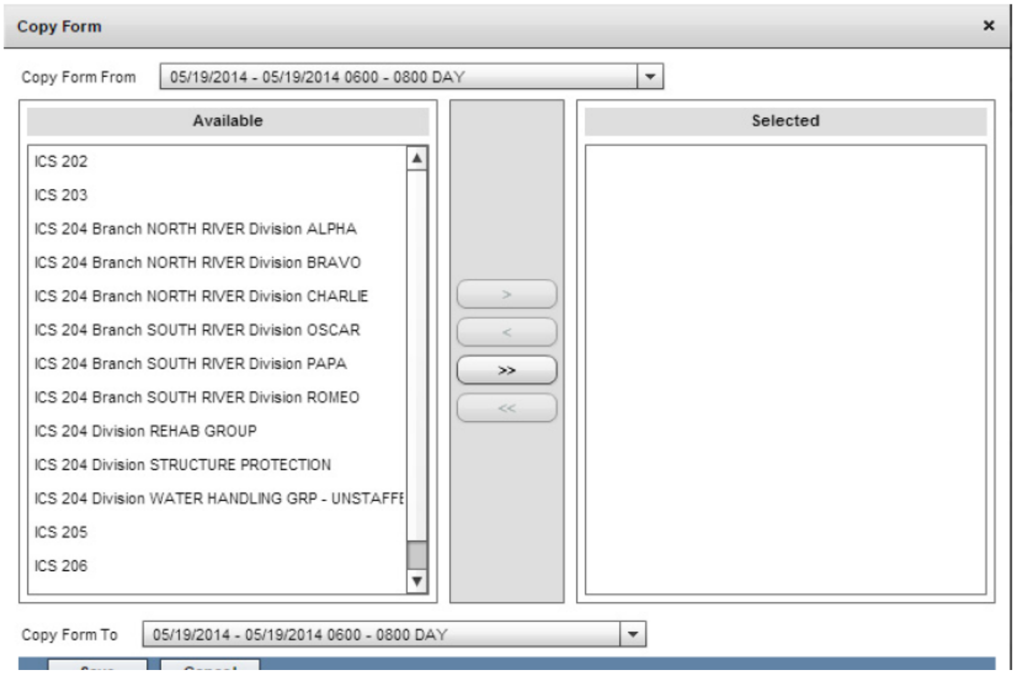
***Note:** Remember to **SAVE** after adding or changing each Position.*

Editing a Form

1. Click the **IAP** button.
2. In the **Incident Plans** grid, click the arrow > next to a plan to display the list of forms in that plan.
3. Click a form to open it. The form displays in the area on the right-side of the screen.
4. Select the appropriate tab.
5. In the bottom screen, edit, add, or delete resource information appropriate.
6. Click the **Save** button.
7. Go to next tab and make appropriate changes. Remember to **Save** <u>after each position</u>.
8. Go to the next tab (or section) and repeat the process.

Copying a Form

1. Click the **IAP** button.
2. Click the **Copy Form** button.
3. Select the plan that includes the form to copy from the **Copy Form From** drop-down list (top).
4. In the **Available** list, select the forms to copy and click the **>** button. To include all forms, click the **>>** button.
5. Select the plan into which to copy the form(s) from the **Copy Form To** drop-down list (bottom).
6. Click the **Save** button to copy the forms to the selected plan.



IAP

Locking a Form

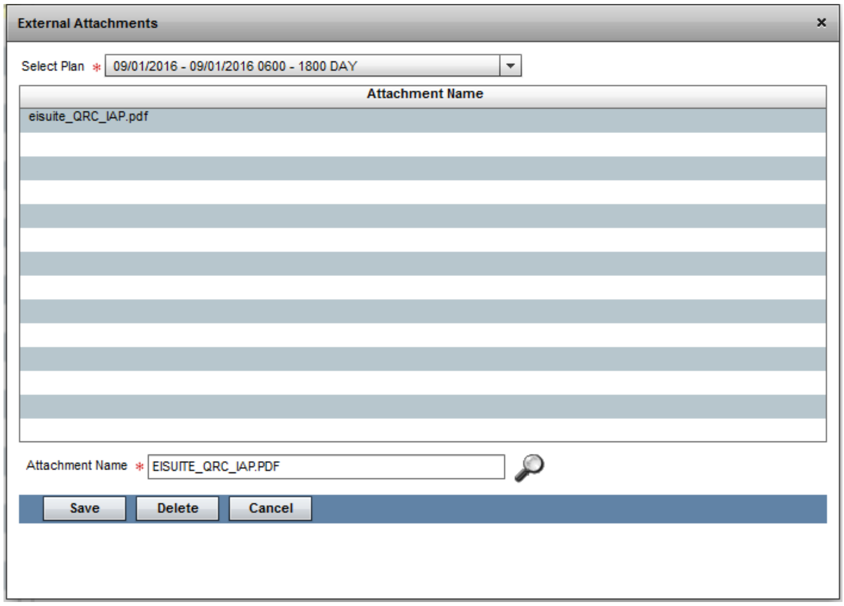
1. Click the **IAP** button.
2. In the **Incident Plans** grid, click the arrow > next to a plan to display the list of forms in that plan.
3. Click a form to open it. The form displays in the area on the right-side of the screen.
4. Click the **Lock Form** button.
5. When the confirmation message displays, click the **Yes** button to lock the form.
6. Once locked, a form cannot be edited. If edits are needed, unlock the form.

Deleting a Form

1. Click the **IAP** button.
2. In the **Incident Plans** grid, click the arrow > next to a plan to display the list of forms in that plan.
3. Click a form to open it. The form displays in the area on the right-side of the screen.
4. Click the **Delete Form** button.
5. When the confirmation message displays, click the **Yes** button to delete the form.

Adding Additional External Forms to a Plan

1. Click the **IAP** button.
2. Click the **Add External Attachments** button to open the External Attachments window.
3. Select the plan in which to include the attachment from the **Select Plan** drop-down list.
4. Click the magnifying glass next to the **Attachment Name** field to open a browser window.
5. Navigate to the folder that contains the PDF document to attach to the plan.
6. Select the PDF document and click the **Open** button.
7. Click the **Save** button to save the attachment to the plan.

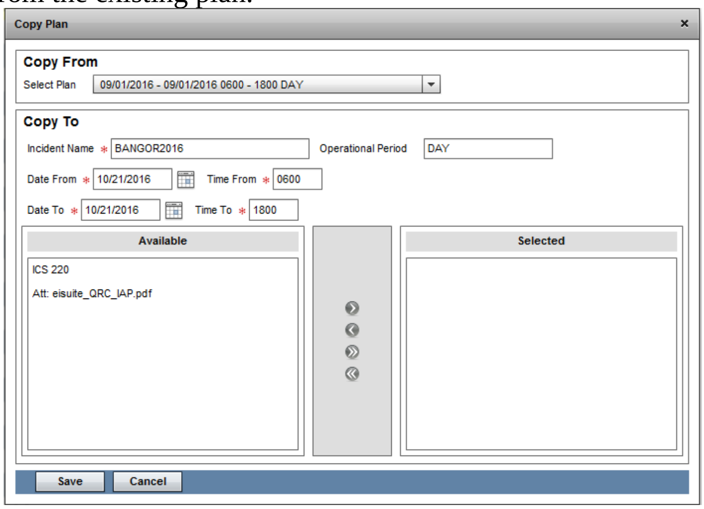


Editing a Plan

1. Click the **IAP** button.
2. In the **Incident Plans** grid, click a plan name to select it.
3. Click the **Edit Plan** button and make the appropriate changes to the plan data.
4. Click the **Save** button to save the changes.

Copying a Plan

1. Click the **IAP** button.
2. Click the **Copy Plan** button.
3. Under **Copy From**, select the plan to copy from the **Select Plan** drop-down list.
4. Under **Copy To**, enter the required information.
5. In the **Available** list, select the forms to include in the plan that is being copied and click the **Save** button to create a new plan by copying the selected forms from the existing plan.

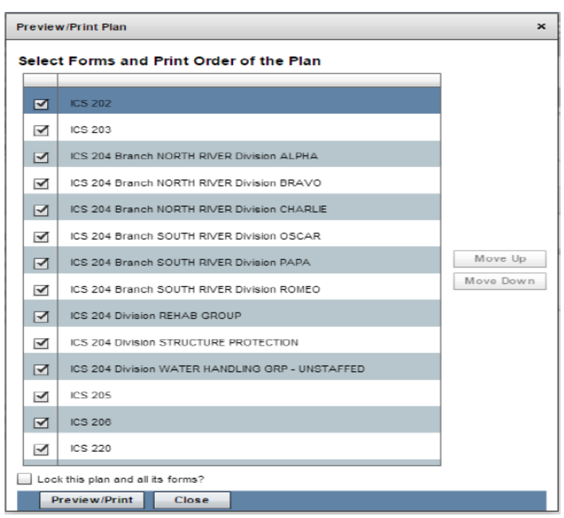


Locking a Plan

1. Click the **IAP** button.
2. In the **Incidents Plans** grid, click a plan name to select it and click the **Lock Plan** button to lock the plan.

Preview/Print a Plan

1. Click the **IAP** button.
2. Select the plan to preview/print in the Incident Plans grid.
3. Click the **Preview/Print Plan** button to open the Preview/Print Plan window and select the forms to preview/print.



Delete a Plan

1. Click the **IAP** button.
2. Select the plan to delete in the **Incident Plans** grid and click the **Delete Plan** button to delete the plan.
3. At the message box, click **Yes** to delete the plan.