



CHECK-IN

Version 2.0.1

Wednesday, June 3, 2020

Table of Contents

Manage Check-In Settings	3
Quick Stats Settings	4
Other Fields Labels	5
Default Check-In Date and Time	6
Quick Stats	7
Resources Overview	9
Add Resource	10
Mandatory Common Data Fields	10
Check-In Steps	12
Check-In Data	16
Qualifications	19
Edit a Qualification	20
Delete a Qualification	20
Edit a Resource	22
Editing Primary and Subordinate Resources	22
Delete a Resource	25
Group Check-In	26
Roster Resources	28
General Points	28
Common Data	28
Advantages of Rostering	29
Strike Team/Task Force	29
Roster Resources Propagation Popup	30
Roster a New Resource	33
Roster Existing Incident Resources (Check-In, Time/Cost)	35
Unroster a Resource	37
Printing Plans Reports	39
All Resources Report	40
ICS209 Resource List	42
Qualifications Report	45
Strike Team/Task Force Report	47
Index	49

Manage Check-In Settings

NOTE: At the beginning of an incident, make changes to Check-In Settings before using the Check-In function.

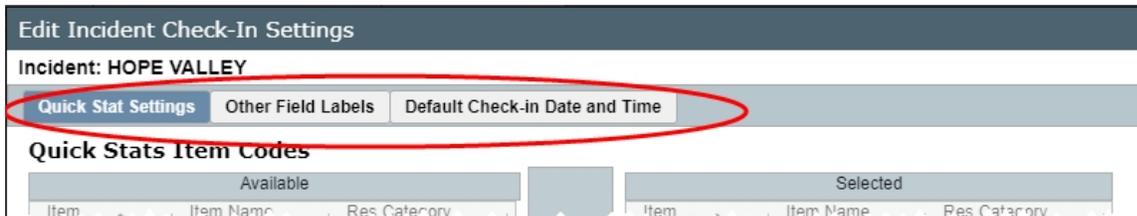
Follow the steps in this section to Manage Check-In Settings:

1. From the Home page click the **Incidents** button.
2. Select an Incident or Incident Group.
3. Select the drop-down arrow next to the **Check-In** Menu button.
4. Select **Check-In Settings**.



5. A new window opens with the default settings for the selected Incident.

NOTE: Three tabs will display: **Quick Stats Settings**, **Other Field Labels** and **Default Check-in Date and Time**.



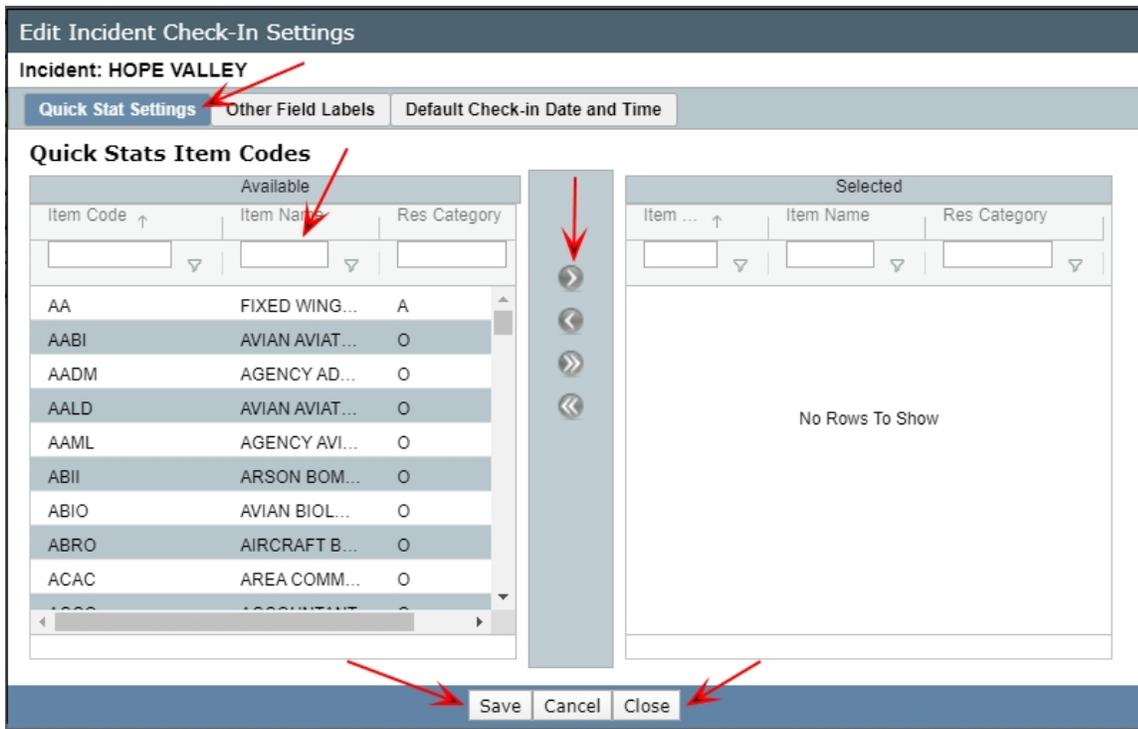
NOTE: When an Incident Group is selected in the Enterprise system, one incident will be designated the Primary Incident for the group. Check-in settings for the Primary incident will default to all the incidents within the Incident Group.

Once the Primary incident settings default as the Incident Group settings, further edits to Check-In Settings can be made by selecting the Incident Group and not the Primary Incident. See the information on Incident Groups in the Incidents User Guide section for more detail on Primary Incidents.

Quick Stats Settings

NOTE: Any change to Quick Stats Settings will show on all user screens for this incident or group of incidents.

1. Select the **Quick Stats Settings** tab.
2. Enter criteria in search boxes for Item Code/Item Name/Resource Category to narrow search.
3. Use the shuttle box to move Quick Stats Item Codes from **Available** to **Selected**.
4. Click **Save** to save the changes.
5. Click **Close** to close the pop-up box.



Edit Incident Check-In Settings

Incident: HOPE VALLEY

Quick Stat Settings | Other Field Labels | Default Check-in Date and Time

Quick Stats Item Codes

Available			Selected		
Item Code ↑	Item Name	Res Category	Item ... ↑	Item Name	Res Category
AA	FIXED WING...	A			
AABI	AVIAN AVIAT...	O			
AADM	AGENCY AD...	O			
AALD	AVIAN AVIAT...	O			
AAML	AGENCY AVI...	O			
ABII	ARSON BOM...	O			
ABIO	AVIAN BIOL...	O			
ABRO	AIRCRAFT B...	O			
ACAC	AREA COMM...	O			

No Rows To Show

Save Cancel Close

NOTE: Quick Stats has three ways in which Item Codes are displayed on the Quick Stats pop up screen.

1. There are system defaulted Item Codes. These Item Codes will not be found in the Available list of Item Codes. Default Quick Stats Item Codes are: HC1, HC2,

HC2I, HCS1, HCS2. These Item Codes cannot be edited.

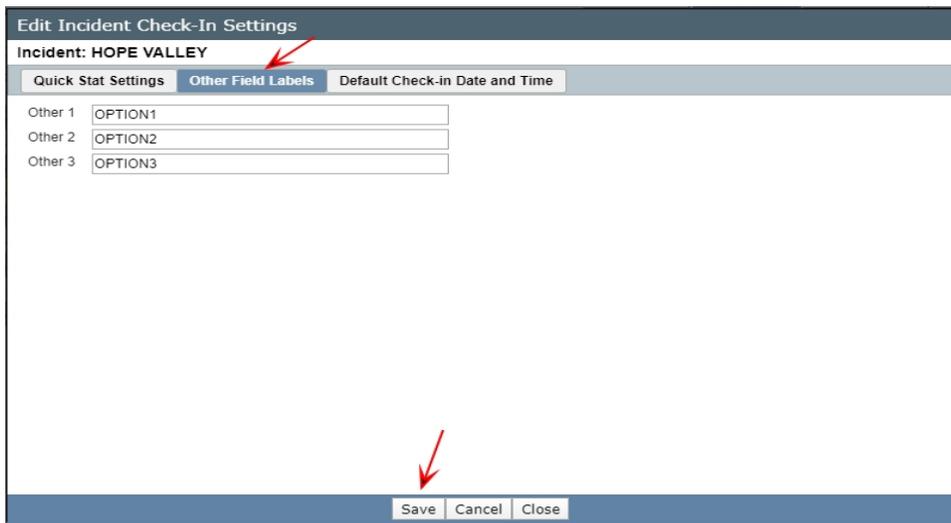
2. There are specific categories of Item Codes that will automatically display when the user checks-in any resources with those Item Codes. These Item Codes belong to the following categories of resources: Engines, Dozers and Water Tenders. This includes single and strike team configurations. These Item Codes are listed in the Available list of Item Codes, but do not necessarily need to be manually selected.

3. The user manually can enter any other Item Code(s) desired by selecting the Item Code from the Available list of Item Codes. Example would be if the user wanted to list DIVS or TFLD, these would need to be manually added to the Selected list of Item Codes, then saved.

Other Fields Labels

NOTE: The instructions in this section identify how to change the **Other** Field Labels. When collecting information such as medical qualifications, Team affiliation, vehicle IDs, etc. label these fields before check-in begins. Otherwise, different incident users may enter the data in different fields.

1. Select the **Other Field Labels** tab.
2. Change one or more **Other** field labels by entering data into the boxes next to Other 1, Other 2, and Other 3.
3. Click the **Save** button to save the changes.
4. Click **Close** to close the pop-up box.



Edit Incident Check-In Settings

Incident: HOPE VALLEY

Quick Stat Settings **Other Field Labels** Default Check-in Date and Time

Other 1

Other 2

Other 3

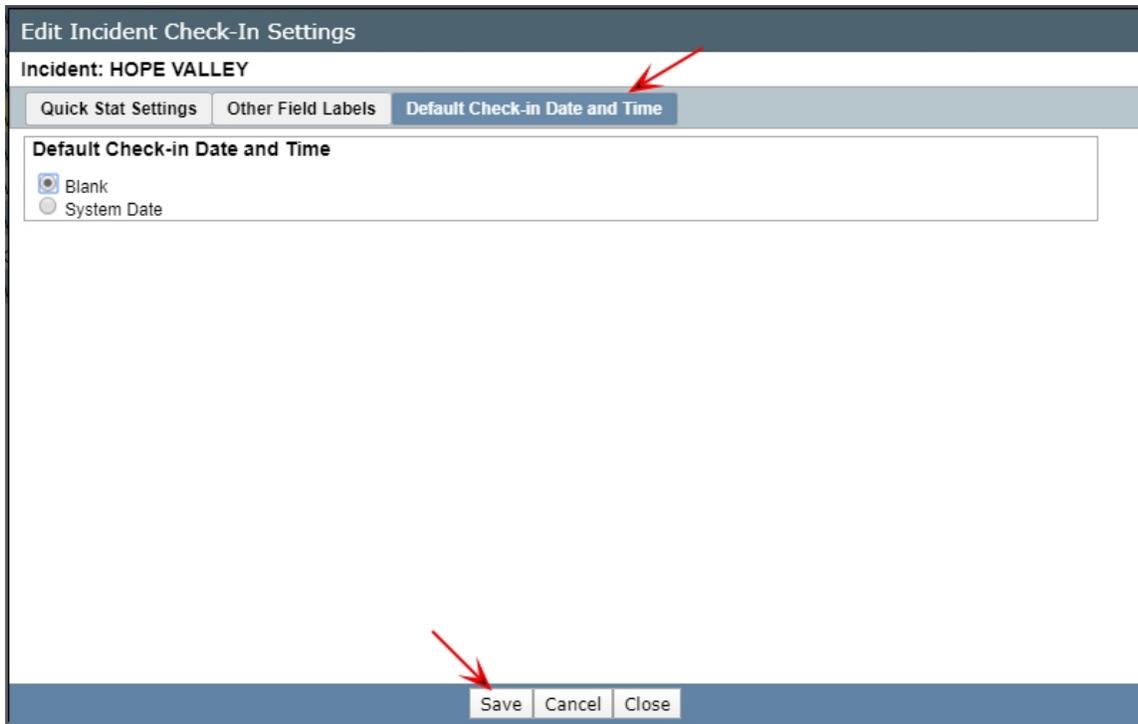
Save Cancel Close

NOTE: The new labels will show on the Check-In screen in place of the default labels.

Default Check-In Date and Time

NOTE: If the system (computer) date and time is current, **Default Date and Time** is the easiest way to collect accurate check-in date and time. If entering check-in data after the fact, choose **Blank**. Choosing **Blank** will allow entering the data without having to first delete the system default.

1. Select the **Default Check-In Date and Time** tab.
2. Select to set the Default Check-In Date and Time to **Blank** or **System Date**.
3. Click **Save** to save the changes.
4. Click **Close** to close the pop-up box.



The screenshot shows a dialog box titled "Edit Incident Check-In Settings" for "Incident: HOPE VALLEY". It has three tabs: "Quick Stat Settings", "Other Field Labels", and "Default Check-in Date and Time". The "Default Check-in Date and Time" tab is active, showing two radio button options: "Blank" (which is selected) and "System Date". At the bottom of the dialog, there are three buttons: "Save", "Cancel", and "Close". A red arrow points to the "Save" button.

NOTE: When an Incident Group is selected, the default Check-In Date and Time

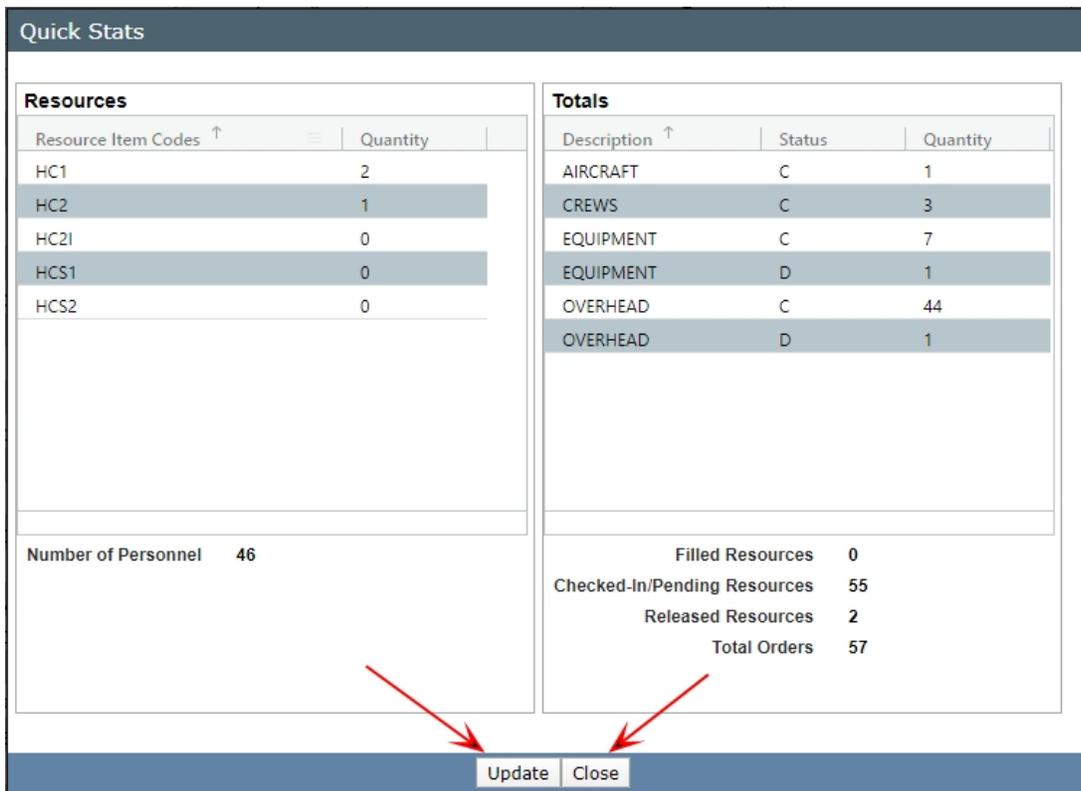
setting applies to all Incidents included in the group.

NOTE: If the system default is changed, it will show on all check-in user screens for that incident or group of incidents.

Quick Stats

This function gives a quick summary of resource statistics on an incident. Only the Resources Item Codes can be modified through Check-In Settings/Quick Stats. Default Item Codes cannot be changed. Totals headings are static and cannot be changed.

1. From the Home page click the **Incidents** button.
2. Select an Incident or Primary Incident in an Incident Group.
3. Select the **Check-In** button.
4. Select the **Quick Stats** button.
5. Click the **Update** button to view the most current information.
6. Click **Close** to close the pop-up box.



Resources	
Resource Item Codes ↑	Quantity
HC1	2
HC2	1
HC2I	0
HCS1	0
HCS2	0

Number of Personnel 46

Totals		
Description ↑	Status	Quantity
AIRCRAFT	C	1
CREWS	C	3
EQUIPMENT	C	7
EQUIPMENT	D	1
OVERHEAD	C	44
OVERHEAD	D	1

Filled Resources 0
Checked-In/Pending Resources 55
Released Resources 2
Total Orders 57

Update Close



Check-In

NOTE: Quick Stats provides a quick reference for resources grouped by Item Code (HC1, ENG6, etc.) and Category (E, O, C, A). Additions or removal of Item Codes provides a customized list. Handcrew Quick Stat Item Codes are already set as defaults.

NOTE:

Quick Stat totals are provided for Filled Resources (F), Check-In/Pending Resources (C, P), Released Resources (D), and Total Orders.

* The Resources section is counting Status "C" and "P" resources.

* Totals section lists all categories separately (Overhead - Status "C", "D", "F").

* Any UNK IROC Item Codes will not be counted unless the Item Code is corrected.

* Filled Resources are those with Status = "F".

* Checked-In/Pending Resources are those with Status = "C" and "P".

* Released Resources are those with Status = "D" or "R".

* Total Order includes all resources regardless of status.



Resources Overview

Resources include all people, equipment and aircraft used at an incident. The e-ISuite System allows a user to perform the following procedures for all Incident Resources:

Manage Resources

- [Add Resource](#)
- [Edit a Resource](#)
- [Delete a Resource](#)
- [Group Check-In](#)
- [Roster Resources](#)

Add Resource

Check-In, Demob, Time and Cost can access the Common Data screen area for all resources. This is the upper screen area below the Add, Edit and Delete Resource buttons. There are additional buttons when logged in as TIME. These instructions cover only Common Data fields.

It is imperative that Check-In, Demob, Time and Cost personnel communicate with each other to ensure the integrity of data and avoid record duplication. The Check-In process is the primary data entry point for all e-ISuite data. Changes, additions, or deletions from any functional area affect the other e-ISuite functions.

NOTE: If a pop-up box displays with a Save button, be sure to click Save in the pop up box to save that data change and click Save at the bottom of a main screen to save all the data changes to the record.

Mandatory Common Data Fields

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. Review IROC imported fields and edit if appropriate. If a resource is manually added, these fields must be completed by the user.

1. Status:

- Defaults to “C” (checked-in) on initial/new resource check-in, and when rostering new resources.
- Defaults to “F” (filled) when data is supplied through an IROC Import.

2. Resource Name:

- As it appears in IROC. IROC Import Data follows IROC data standards when importing to e-ISuite the Resource Name, Req#, and Mob Date. It may also include Agency and Item Code if those items are defined in IROC.
- If the resource uses a different resource name, a truncated resource name, or a nickname, the Resource Name can be edited to include or replace the IROC entry.

NOTE: Any changes to a Resource Name affects the IAP module and potentially changes the ID Name for air travel reservations.

- IROC Import Resource Names typically include parts of Item Codes and resource typing, making the default resource name unusable in the Incident Action Plan (IAP). The Resource Name can be edited, as needed.

Example:

- IROC Import Name: HC1-Type-1-Crew Midnight Suns.
 - Data is duplicated in this name string. Crew typing is handled using the Item Code (HC1).
 - Resource Name at check-in: Midnight Suns.
 - IAP Module ICS204 Form: Midnight Suns.

NOTE: Additional information for the ICS 204 is taken from other data collected at check-in. Any additional data in the Resource Name field may cause confusion. Item Codes and Categories are already adjusted for in reports and other e-ISuite outputs.

3. Item Code

- A Resource could be ordered as one Item Code but fill another position at the incident (e.g., Resource is ordered as a DIVS but will really be a TFLD on the incident). Make sure to use the position the resource is filling, so that the correct data prints in the Plans reports.
- If a Resource included in an IROC import file has an UNK Item Code, it must be changed to a valid Item Code during Check-in.

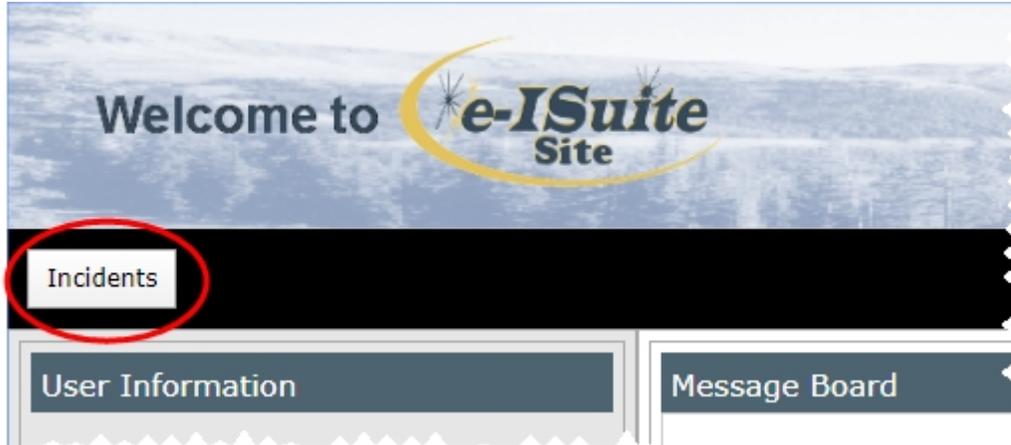
4. Unit ID Code

- The Unit ID Code list is downloaded from the official national Unit ID Code list. A Unit ID Code that is not in the list cannot be entered during Check-in.

NOTE: For Enterprise: To add resources to an incident from a Resource Inventory, resources must have already been added to the Inventory. This is covered under the Resource Inventory unit for the Enterprise version. The servicing dispatch center Unit ID code in a user profile will provide access to the Resource Inventory List to add local resources to incidents.

Check-In Steps

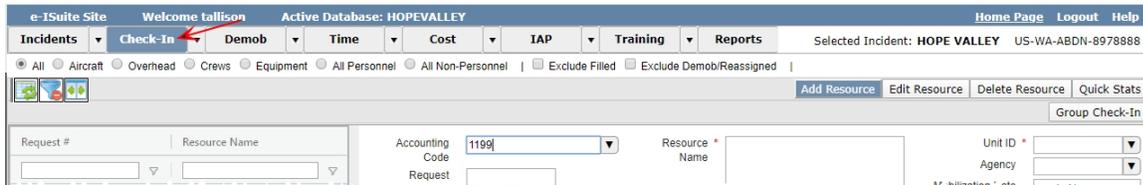
1. From the Home page, click the **Incidents** button.



2. Select an Incident or an Incident Group the grid.

NOTE: All incidents within an Incident Group can be managed as one (altogether) by checking Manage as Group checkbox. Or uncheck the box and each incident within the group can be managed separately. To see the Incidents in an Incident Group, click the drop down arrow next to the Manage as Group checkbox.

3. Click the **Check-In** button.



NOTE: Add Resource and Edit Resource are the same screen. Clicking **Add Resource** will display a blank screen. Edit Resource shows data in the Common Data check-in fields for the resource selected in the grid.

4. Click the **Add Resource** button on the Check-In screen.

[Add Resource](#)
[Edit Resource](#)
[Delete Resource](#)
[Quick Stats](#)

[Group Check-In](#)

Accounting Code: <input type="text" value="1199"/>	Resource Name: <input type="text"/>	Unit ID: <input type="text"/>
Request Number: <input type="text"/>	Cell Phone #: <input type="text"/>	Agency: <input type="text"/>
Status: <input type="text" value="C"/>	Item Code: <input type="text"/>	Mobilization Date: <input type="text" value="mm/dd/yyyy"/>
Person: <input type="checkbox"/>	Item Name: <input type="text"/>	Check-In Date: <input type="text" value="mm/dd/yyyy"/>
Invoice OF-286: <input type="checkbox"/>		Check-In Time: <input type="text"/>
		Actual Release Date: <input type="text" value="mm/dd/yyyy"/>
		Actual Release Time: <input type="text"/>

[Check-In Data](#)
[Demob Data](#)
[Time Data](#)
[Cost Data](#)

Demob City: <input type="text"/>	First Work Day: <input type="text" value="mm/dd/yyyy"/>	Number of Personnel: <input type="text"/>
Demob State: <input type="text"/>	Length of Assignment: <input type="text"/>	Other 1: <input type="text"/>
Mobilization Travel Method: <input type="text"/>	Demob Date: <input type="text"/>	Other 2: <input type="text"/>
Mobilization Jetport: <input type="text"/>	Days Left: <input type="text"/>	Other 3: <input type="text"/>

Check-In Remarks:

[Save](#)
[Save and Roster](#)
[Cancel](#)
[Roster Resources](#)

5. The system will default the **Accounting Code** field to the default Accounting Code for the incident. This can be changed, as needed, by selecting a different Accounting Code from the drop-down list.
6. Enter a **Request Number**. This is found on Resource Order or will default from the IROC Import file. When initially entering the Request Number, a hyphen (-) is not needed. The system will automatically add the hyphen. O, E, C, A, S are the only acceptable categories.
 - If an IROC file was imported, click a Resource Name in the Resources Grid. All fields on the e-ISuite screen will be automatically filled with the data imported from the IROC file.
 - Review imported IROC data during Check-In. Edit the data, as needed.

NOTE: The common data for the primary resource is called the "primary" record/data. Using the example of a crew, C-1 is common data to all the crew

members. It is the "primary" record data. As each crew member is added with a decimal number (C1.1, C1.2, C1.3, etc.), any data specific to each of them is referred to as "subordinate" data. This is also true for crew members/drivers/operators attached to equipment such as engines, tenders, helicopters, drivers with vehicles, etc. This will be covered in more detail in Roster Resource.

7. Select a **Status** from the drop-down list. The Status defaults to "C" when adding new resources or rostering new resources. The system defaults to "F" when data is supplied through an IROC Import. When it is confirmed that the resource is at the incident during checking in, change the Status to "C".

- F = Filled
- C = Checked In
- P = Pending Demob
- D = Demob (to save, requires an Actual Release Date entry)
- R = Reassigned (for a resource which has been reassigned to another incident from the current incident).

8. Enter the **Resource Name**.

- For a non-person resource, enter defining name data. Do not enter Item Code data, which is in a separate field.
- For a Person resource, check the Person checkbox. This box should be checked if a single person is checking into the incident. Checking this box will produce Last Name and First Name fields and remove the Resource Name field.

9. For a Person Resource, click the **Trainee** checkbox, if applicable.

10. For a contracted resource, check the Invoice Setup (OF286) checkbox. This flags the resource in the system as a contractor. When the box is checked, the Time Tab contains information to enter the contractor name and the rate data for that piece of equipment, or person if it is an individual. The system will generate an OF286 Invoice (contractor) instead of the OF288 invoice (non-contractor). If the user is unsure if the resource checking in is a contractor, leave the box unchecked.

11. Enter the resource's **Cell Phone #**.

- The 10-digit number can be typed without formatting. The system will automatically format to (xxx) xxx-xxxx.
12. Select an **Item Code** from the drop-down list.
- Automatically populated for resources imported from an IROC file. Edit the Item Code, as needed.
13. Select a **Unit ID** from the drop-down list.
- The Unit ID list is downloaded from the official national Unit ID Code repository. If a Unit ID is not in the list, it cannot be entered. The Unit ID has ramifications for the Cost unit.
14. Select an **Agency** from the drop-down list.
- An incorrect Agency Code will affect several reports and will generate incorrect Cost data.
15. Enter the **Mobilization Date** or select from the calendar. (= will automatically insert today's date in the field; + will automatically insert tomorrow's date in the field; - will automatically insert yesterday's date in the field).
- Enter the date the resource left their home unit for the incident.
 - If coming from another incident to this incident, use the date the resource left their home unit.
16. Enter the **Check-In Date** or select from the calendar. (= will automatically insert today's date in the field; + will automatically insert tomorrow's date in the field; - will automatically insert yesterday's date in the field).
- The Check-In Date is critical for calculation purposes.
 - Default Check-In Date and Time or Blank options are set through Check-In Settings by users with the Check-In role.
 - Default Check-in Date and Time option will enter the current system Date and Time.
 - Blank will cause Check-in Date and Time to have to be entered for each new resource.

NOTE: The Check-In Date cannot be prior to the Incident Start Date. The system will notify the user.

17. Enter the **Check-In Time**.

- The time a resource checks into an incident. Use current time.

18. Enter the **Actual Release Date** or select from the calendar. (= will automatically insert today's date in the field; + will automatically insert tomorrow's date in the field; - will automatically insert yesterday's date in the field).

19. Enter the **Actual Release Time**.

- The information can be entered here without having to access demob screens.

NOTE: The Actual Release Date and Actual Release Time fields will be disabled unless the resource Status is "D" or "R".

NOTE: The Actual Release Date cannot be prior to the Check-In Date. The system will notify the user.

20. Click **Save** to save the resource.

Check-In Data

1. The system defaults to the **Check-In Data** tab.

2. Enter the **Demob City**.
 - City resource will return to when demobed from this incident.
 - May not be city from which the resource came to this incident.
3. Select the **Demob State** from the drop-down list.
 - The State to which the resource will travel when demobed from the incident. This may not be the State from which the resource came to this incident.
4. Select the **Mobilization Travel Method** from the drop-down list.
 - Choose AIR if a resource flew to the incident, and did not rent a car.
 - Choose AR (air travel then rental) if a resource flew and rented a car to be returned to an airport.
 - Rental Location field will show. It is important to capture what airport the car was rented from so a return plane ticket will be made from that same airport.
5. Select the **Mobilization Jetport** from the drop-down list.
 - Choose the airport the resource expects to fly back to when demobed from the incident. It may not be the same airport they came from to get to the incident.
 - The **Mobilization Jetport** becomes the default jetport on the **Demob Air Travel Request** form. If the demobing resource is flying to a different airport, capture the return airport designator.
 - The drop down list is fairly comprehensive. Ask the resource if they know the airport designator. If there is a question, defer to Demob.
6. Enter the **First Work Day** or select it from the calendar.
 - Generally, this is considered the first day of work at an incident, not the day (travel day) they were initially mobilized.
7. Enter the **Length of Assignment** by clicking the up or down arrows.
 - If resource has been on other incidents, this number, plus the past days since the resource started Day 1, should equal 14 or 21 days or

whatever length of time the resource was initially scheduled to be on assignment.

8. **Demob Date.**

- This date is automatically calculated from the First Work Day and Length of Assignment.
- First work day + Length of Assignment = Demob date.

9. **Days Left.**

- This is an automatic calculation of the First Work Day, Length of Assignment and the resulting Demob Date. Length of Assignment - days worked = days left.
- To edit days left, add or subtract days from the Length of Assignment field.

10. Enter the **Number of Personnel** for a non-person resource.

- Enter the total number of personnel checking in under this particular resource name.
- If a manifest is presented at check-in, verify the number of personnel who are actually present on the incident with the crew leader. The manifested personnel will be rostered to the parent resource. (See Roster Resource for instructions.)
- If the “Person” checkbox is checked for the resource, the system automatically inserts “1” in the Number of Personnel field and this cannot be changed.

11. Use the the **Other 1**, **Other 2**, and **Other 3** fields to capture any data that is needed that the system does not currently capture.

12. Enter **Check-In Remarks.**

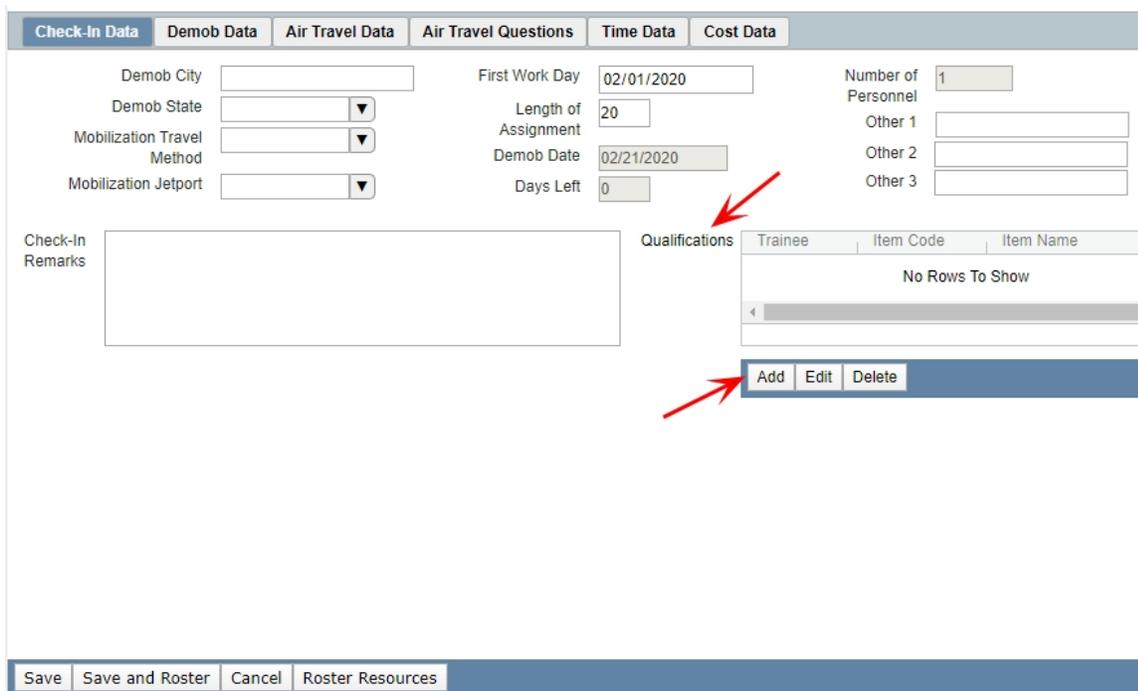
- This is a free-form box in which any additional pertinent information about this resource can be entered (e.g., Name and Req# of the resource with whom they traveled to the incident, if they were a passenger. Association of crew bus name and Req # with a crew name and Req#, vehicle information, etc.)

13. Click **Save** to save the Resource. (See [Roster Resources](#) if there is a need to roster resources to this record.)

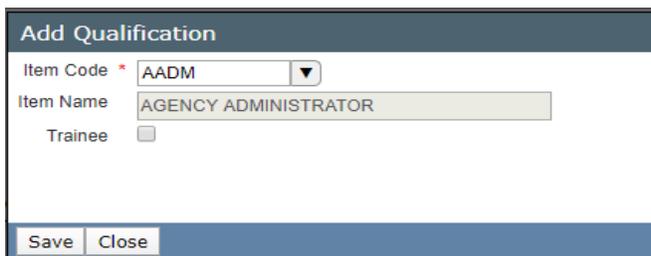
Qualifications

NOTE: This screen will only appear if the Person checkbox has been checked in the Common Data area. Qualifications should only be added if they appear on the resource's Red Card. Delete Qualification is only active if there is a qualification(s) to delete.

1. Select a resource that has the **Person** checkbox checked.
2. On the **Check-In Data** tab, click the **Add** button that displays under the Qualifications grid.



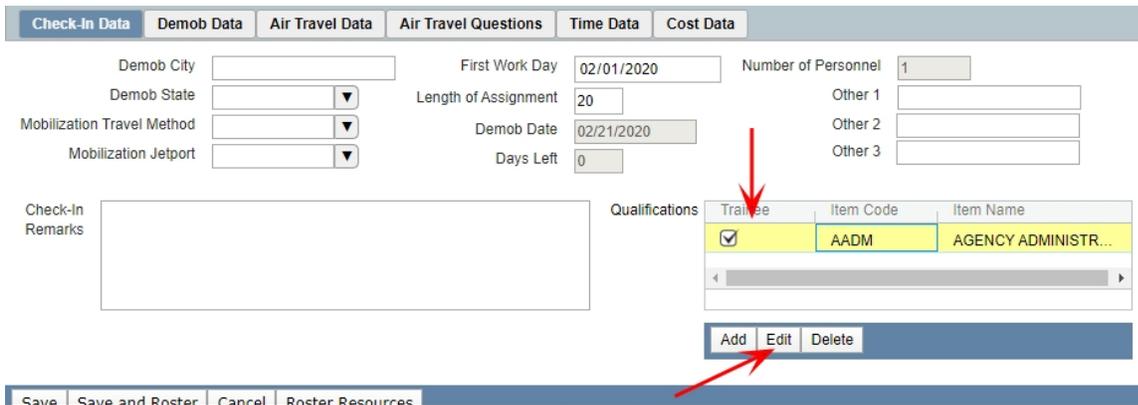
3. Choose a Qualification from the Item Code drop-down list.
4. If the resource is a trainee for the qualification, check **Trainee**.
5. Click the **Save** button.



6. Repeat steps 2-5 to add additional qualifications.

Edit a Qualification

1. On the Check-In Data tab, select a Qualification from the Qualifications grid to edit.
2. Click the **Edit** button that displays beneath the Qualifications grid.

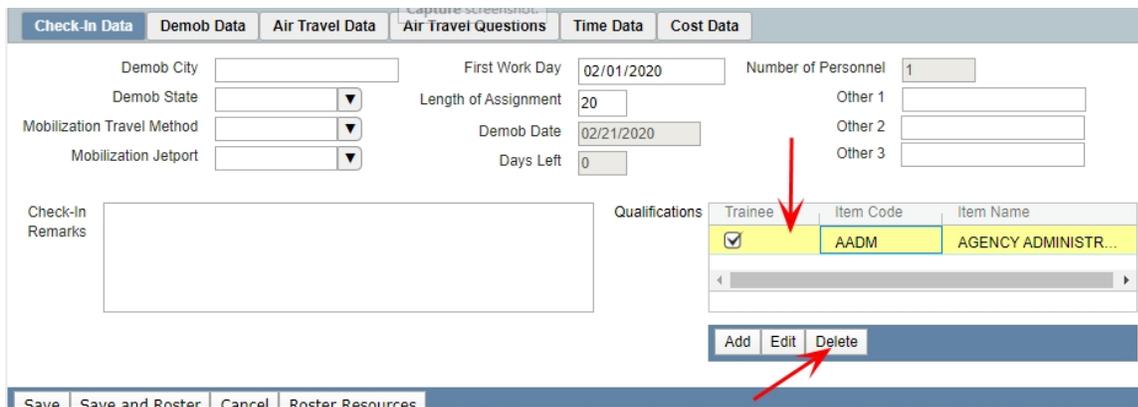


The screenshot shows the 'Check-In Data' tab with various input fields for Demob City, State, Method, Jetport, First Work Day, Length of Assignment, Demob Date, Days Left, and Number of Personnel. A 'Qualifications' grid is visible, containing one entry: 'AGENCY ADMINISTR...' with item code 'AADM'. A red arrow points to the 'Edit' button located below the grid. The bottom of the screen shows a navigation bar with 'Save', 'Save and Roster', 'Cancel', and 'Roster Resources' buttons.

3. Make the appropriate changes to the Qualification.
4. Click the **Save** button.

Delete a Qualification

1. On the Check-In Data tab, select a Qualification from the Qualifications grid to delete.
2. Under the Qualifications grid, click the **Delete** button.



This screenshot is identical to the previous one, showing the 'Check-In Data' tab and the 'Qualifications' grid. A red arrow points to the 'Delete' button located below the grid. The bottom navigation bar is also visible.

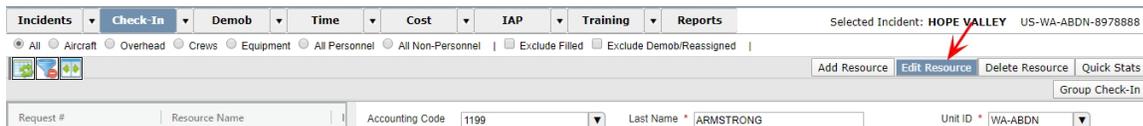
3. When the confirmation message displays, select **Yes** to delete the Qualification.

Resource

Do you really want to remove the Qualification?

Edit a Resource

1. From the Home page click the **Incidents** button.
2. Select an Incident or an Incident Group .
3. Click the **Check-In** button.
4. Select a Resource from the resources grid to edit.
5. Click the **Edit Resource** button.



The screenshot shows the top navigation bar with tabs for Incidents, Check-In, Demob, Time, Cost, IAP, Training, and Reports. The 'Check-In' tab is active. Below the navigation bar, there are filters for resource types: All, Aircraft, Overhead, Crews, Equipment, All Personnel, All Non-Personnel, Exclude Filled, and Exclude Demob/Reassigned. A red arrow points to the 'Edit Resource' button in the top right corner of the interface. Below the filters, there are input fields for Request #, Resource Name, Accounting Code (1199), Last Name (ARMSTRONG), and Unit ID (WA-ABDN).

6. Make the appropriate edits. Reference [Adding a Resource](#) for more details if needed.

Editing Primary and Subordinate Resources

NOTE: See Roster Resources Propagation Popup for detailed information.

1. From the Home page click the **Incidents** button.
2. Select an Incident or an Incident Group.
3. Click the **Check-In** button.
4. Select a Primary or subordinate resource to be edited.
5. Click the **Edit Resource** button.
6. Make the appropriate edits. Reference [Adding a Resource](#).



Check-In

Add Resource Edit Resource Delete Resource Quick Stats

Group Check-In

Accounting Code: 1199 Resource Name: CREW 1 Unit ID: WA-ABDN
Request Number: C-1 Agency: USFS
Status: C Mobilization Date: mm/dd/yyyy
Person: Cell Phone #: Check-In Date: 02/01/2020
Invoice OF-286: Item Code: HC1 Check-In Time: 0600
Item Name: CREW, TYPE 1 Actual Release Date: mm/dd/yyyy
Actual Release Time:

Check-In Data Demob Data Time Data Cost Data

Demob City: First Work Day: 02/01/2020 Number of Personnel: 1
Demob State: Length of Assignment: 25 Other 1:
Mobilization Travel Method: Demob Date: 02/26/2020 Other 2:
Mobilization Jetport: Days Left: 0 Other 3:

Check-In Remarks:

Save Save and Roster Cancel Roster Resources

7. Click the **Save** button.
8. When editing a primary resource a **Propagate Primary Data** pop-up window may display with checkboxes for data fields that were edited.

Propagate Primary Data

Check the box next to each field you would like to propagate from the primary resource to the subordinate resources.

Unit ID
 Agency
 Check-in Date
 Check-in Time

Save Close



Check-In

9. Check or uncheck boxes, as appropriate.
10. Click the **Save** button.

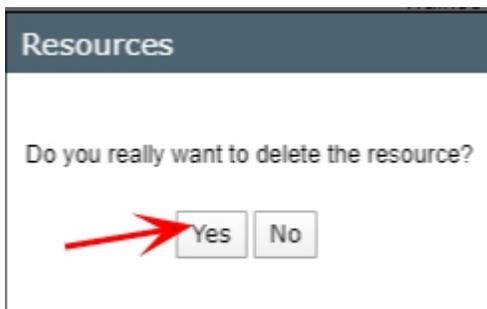
Delete a Resource

1. From the Home page click the **Incidents** button.
2. Select an Incident or an Incident Group.
3. Click the **Check-In** button.
4. Select a Resource from the resources grid to delete.
5. Click the **Delete Resource** button.



NOTE: This function will totally delete a resource from an incident. There may be associations with Time still in place which will prevent deletion. These associations must be mitigated before deletion will occur.

6. When the confirmation message displays, click **Yes** to delete the resource.



NOTE: When a Primary resource with resources rostered to it is deleted, the system will delete the primary resource and all resources rostered to the primary resource. If either the primary resource or any rostered resources have critical data, the system will not delete either the primary resource or the subordinate resources. Critical data is defined as data that is part of the financial or historical record. (e.g., Time Postings, Invoices, etc.)

Group Check-In

Follow these steps to utilize the Group Check-In function for an incident in the e-ISuite System:

NOTE: Group Check-In allows the user to Check-In multiple resources with fewer steps than using the regular Add Resources process.

Advantages to Group Check-In:

- Only resources selected from the Resources Grid will show in the Group Check-In pop-up box.
- Status will automatically be changed from “F” (filled) to “C” (checked-in) as resources are selected in the pop-up grid.
- If data fields are blank for a subordinate resource rostered to a Primary Resource that is being checked in, the system will automatically propagate data from the Primary Resource to those fields when the data is saved for the Primary resource.
- If a subordinate record requires different data from the Primary Resource, edit the data in the fields for the subordinate record and save the changes. The subordinate record will retain its unique data.

NOTE: All resources the user wishes to check in as a group, including subordinate records, must be highlighted in the Resources Grid before clicking Group Check-In. Only highlighted resources show in the pop-up box.

1. From the Home page click the **Incidents** button.
2. Select an Incident or an Incident Group.
3. Click the **Check-In** button.
4. In the Resource grid, select multiple resources by holding down the CTRL key and selecting resources to include in the Group Check-In process.

NOTE: For faster look-up, use the radio button filters located below the main menu or the filters at the top of each column heading to filter the resources in the grid.

5. Click the **Group Check-In** button.



Check-In

6. The Group Check-In window opens with the first Resource automatically selected. The system automatically changes the status to "C", Checked In.

NOTE: If an Incident Group is selected and Manage as Group is not checked, the user must select an Incident for the Resource from the Select Incident drop-down box.

7. The remainder of the steps are the same as the [Add Resource](#) process. (See the *Add Resource* section).
8. After entering data for a selected resource, click **Save/Next**. The next resource will display for editing.

Roster Resources

General Points

Roster Resource is the same screen process for Check-In, Time and Cost users. There are two buttons on each screen (i.e., Add/Edit Check-In Resources, Add/Edit Time Resources, and Add/Edit Cost Resources) that will open the Roster Resources screen: Save and Roster and Roster Resources. Save and Roster allows you to save changes to the Primary resource and then roster Subordinate resources to the Primary resources. Roster Resources will open the Roster Screen without first saving the Primary Resource.

Categories of records that may have rosters attached are: handcrews, engine crews, helicopter crews, drivers of vehicles and operators of equipment. Drivers and equipment operators should be rostered to their equipment, not the reverse.

Common Data

Common data for the Primary and Subordinate Resource record appears on the Roster New Resource screen. Any data specific to each of the crew members, different from the primary record data, should be entered for each crew member, otherwise, only primary record data will appear in the rostered crew members' records.

The Common Data screen provides access to roster new or existing resources to a primary resource. The data fields are exactly the same as for the Add Resource function.

- Check-in uses the Roster Resource button to roster resources. All Check-in and Demob menu tabs are accessible for additions/edits.
- Time/Cost uses the Roster button to roster resources. Only the Common Data fields are accessible for additions/edits.

Common data for primary and subordinate resources can also be added/edited in the Roster Resources screen through the left grid. Click on the resource, either primary or subordinate and enter any edits. Be sure to Save the edits.

Advantages of Rostering

- Request Number for the subordinate resource will auto-fill from the primary resource, and the system will add a decimal point after the auto-filled number. Add the additional number for the subordinate resource after the decimal point. It is recommended that the numbers be added in sequence. As subordinate resources are saved, they will appear in the pop-up box grid under the primary resource. This allows the user to review the numbers and determine which number will be next in the sequence. (e.g., C-1.2, C-1.3)
- Status will show as "C" for each new resource rostered.
- All appropriate primary record data will be auto-filled if there is no specific data entered for an individually rostered resource.
- Complete all data fields that are not auto-filled from the primary resource. If there is any data in the subordinate record that is different from the primary resource data, add that data to the subordinate resource.
- When the Person checkbox is checked, the Leader Type, Last Name and First Name fields are accessible.
- Number of Personnel Field defaults to "1" if Person box is checked.
- Check-in and Time/Cost functions can:
 - Roster a New Resource
 - Roster Existing Incident Resources
 - Roster from Resource Inventory (Enterprise version)

NOTE: As the Resources are rostered to the Primary Resource, they will display in a hierarchical manner under the Primary Resource in the grid on the left side of the window.

Strike Team/Task Force

If a Strike Team/Task Force is created at the incident, rosters can be built using the Add Existing Incident Resource function. Create a new primary Strike Team/Task Force record. Roster each crew/engine to the new primary Strike Team/Task Force record. IROC imports may already show resources appropriately rostered. Rostering resources to a Strike Team/Task Force results in two roster actions:

1. Rostering each crew member to their crew/engine.
2. Rostering each crew/engine to the primary Strike Team/Task Force record.

In the Enterprise, the Roster from Resource Inventory function allows adding locally inventoried resources to incident rosters.

NOTE: Propagation within a Strike Team configuration:

* Only primary Strike Team Check-in Date/Time will propagate to subordinate records.

* "Propagate Primary Data" pop-up box will only display checkboxes for Check-In Date and Time.

* A single engine in a Strike Team of engines will propagate changes made to the engine data to personnel rostered to that engine. Those data fields are listed under Propagation Rules below. .

Roster Resources Propagation Popup

The Propagation popup screen identifies the data that will be propagated to subordinate record(s). Whether primary resources are selected in the main Resource grid or from the Roster Resources/Roster screen, if specific data fields are edited, the propagation popup will appear noting which fields will propagate to the subordinate records when the screen is Saved. This only occurs if current data is being edited or deleted, not if the data is being entered for the first time.

NOTE: When a user changes the Status or adds an Actual Release Date for a primary Resource, the system propagates that change to all subordinate Resources, regardless of the level at which they are rostered. For example, if there are five Engines rostered to a Strike Team primary Resource the system would propagate the Status change or Actual Release Date to all five Engines and their rostered crew members. Resources already with Status of "D" will not be changed.

Rules for Propagation:

- Status:
 - Whenever Status is edited for a Primary Resource, the new Status will update all subordinates if the subordinate status is NOT "D" or "R". A "D" (demobed) or "R" (reassigned) status at the subordinate level can never be changed by editing the status of the Primary Resource. Status is NOT a field included in the propagation popup screen.



Check-In

- Null Field and Deletion:
 - For purposes of propagation in the primary record, a field is considered “null” if data has never been entered into the field. Once data has been entered into a field, or even deleted, it is no longer treated as a null field. When any data is entered into a “null” field (field never having data entered), that data change does not show on the propagation popup screen.
- Once a data field has been edited, the propagation popup screen will show that field(s).
 - If data is deleted from a field, that field will not show in the propagation popup screen until new data is entered.
- Propagation Popup Screen Fields:
 - If any of these fields are EDITED in the primary record, the popup screen will show. One or more checkboxes will be listed with the instruction: Check the box next to each field to propagate from the primary resource to the subordinate resources.
 - The default is the box(s) are checked. Uncheck any fields which are not to be propagated, then Save.
 - Unit ID
 - Agency
 - Check-In Date
 - Check-In Time
 - Demob City
 - Demob State
 - Mobilization Travel Method
 - Jetport
 - First Work Day
 - Length of Assignment
 - Tentative Release Date
 - Tentative Release Time
 - Estimated Arrival Date
 - Estimated Arrival Time
 - Actual Release Date
 - Actual Release Time

REMINDER NOTE: All fields with edited data will show as checkboxes in the Propagate Primary Data pop-up. Check or uncheck appropriate boxes for data to be propagated. If there is already specific data in a subordinate record, that data will remain and not be overwritten by the primary resource data. If there was no



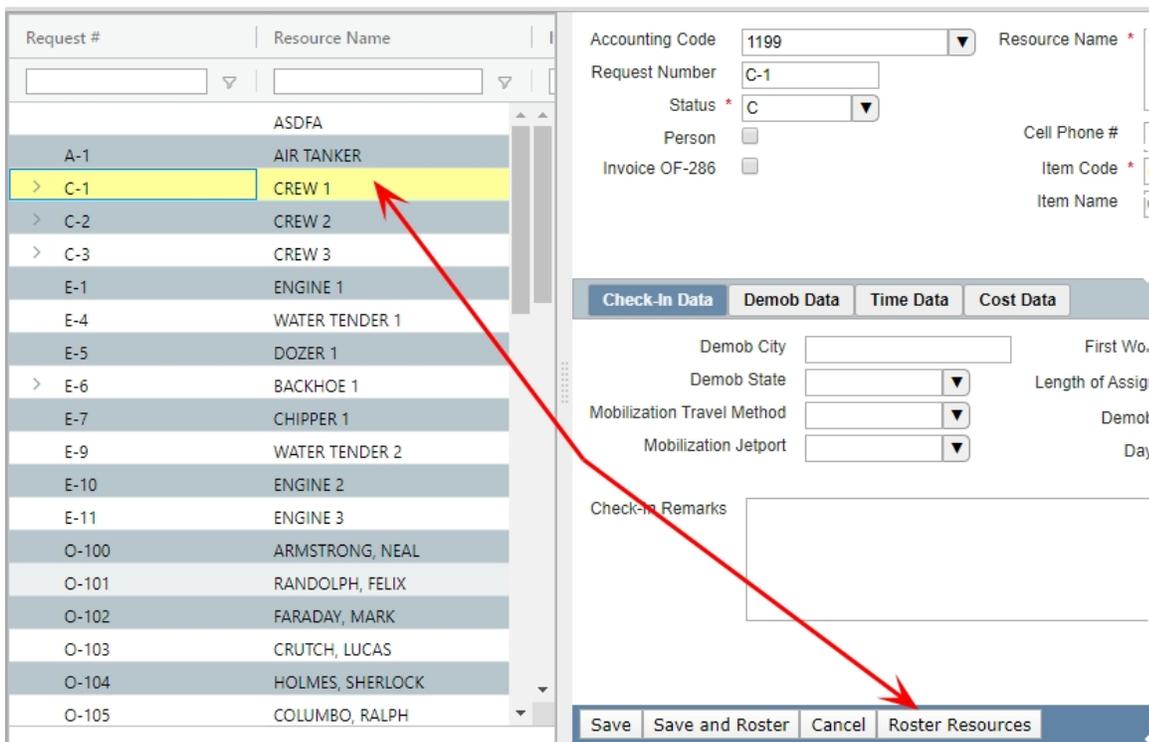
Check-In

data in a subordinate resource data fields, the primary resource data will populate those fields.

Roster a New Resource

Follow the steps in this section to Roster a New Resource in the e-ISuite system:

1. From the Home page, click the **Incidents** button.
2. Select an Incident or an Incident Group.
3. Click the **Check-In** button.
4. Select an existing Resource from the Resources grid or add a new primary Resource.
5. Click the **Roster Resource** button.



Request #	Resource Name
	ASDFA
A-1	AIR TANKER
> C-1	CREW 1
> C-2	CREW 2
> C-3	CREW 3
E-1	ENGINE 1
E-4	WATER TENDER 1
E-5	DOZER 1
> E-6	BACKHOE 1
E-7	CHIPPER 1
E-9	WATER TENDER 2
E-10	ENGINE 2
E-11	ENGINE 3
O-100	ARMSTRONG, NEAL
O-101	RANDOLPH, FELIX
O-102	FARADAY, MARK
O-103	CRUTCH, LUCAS
O-104	HOLMES, SHERLOCK
O-105	COLUMBO, RALPH

Accounting Code	1199	Resource Name *	
Request Number	C-1	Cell Phone #	
Status *	C	Item Code *	
Person	<input type="checkbox"/>	Item Name	
Invoice OF-286	<input type="checkbox"/>		

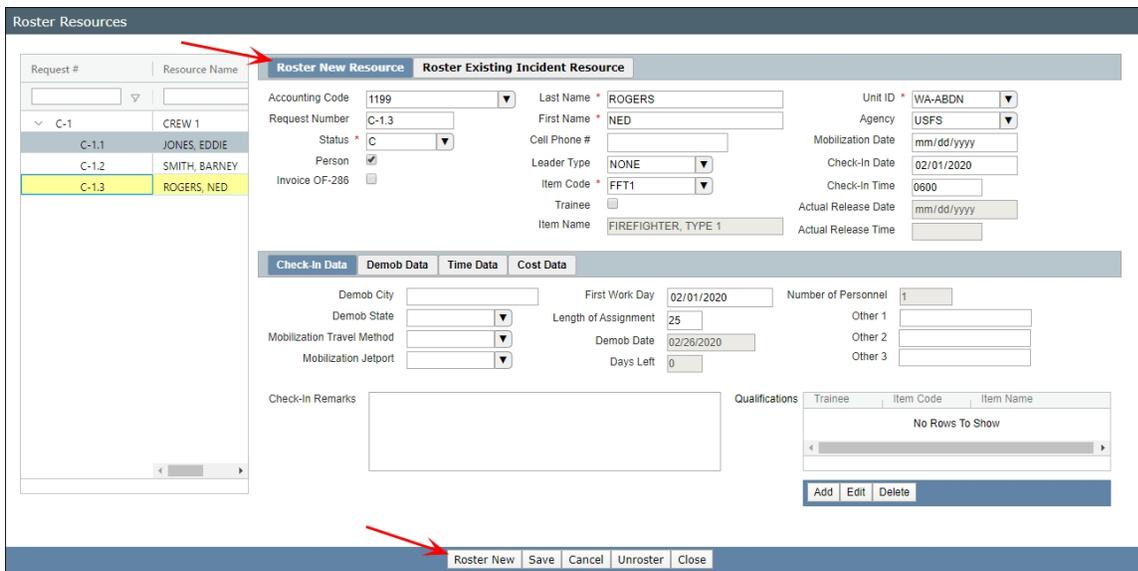
Check-In Data	Demob Data	Time Data	Cost Data
Demob City	<input type="text"/>	First Wo.	
Demob State	<input type="text"/>	Length of Assign	
Mobilization Travel Method	<input type="text"/>	Demob	
Mobilization Jetport	<input type="text"/>	Day	
Check-In Remarks	<input type="text"/>		

Save	Save and Roster	Cancel	Roster Resources
------	-----------------	--------	------------------

6. Add resources to be rostered with their individual data variations:
 - Add new resources to the roster by clicking **Roster New**.
 - When the Person box is checked, the Leader Type field is active. The available choices in the Leader Type drop-down include: None, Primary, Secondary.
 - It is important to enter the leader name because it is a critical field for the IAP ICS 204 form. Once the Leader Type has been

identified for a crew, the user can skip this field or select NONE when adding regular crew members.

- When rostering person resources, the **Person** check box must be checked each time to activate **Last Name, First Name** fields.
- Under **Qualifications** enter trainee position(s) for crew members.
- **Mobilization Date** is not primary record data. It must be entered for each subordinate resource.
- If the record is saved without adding the decimal number, click on the record in the Roster Resource grid to open it and add the decimal number. Save the changes.
- **Unroster** a resource from the roster: Highlight the resource in the grid on the left, then click the Unroster button. The resource will display in the incident grid as a single resource.



The screenshot displays the 'Roster Resources' application. On the left is a grid with columns 'Request #' and 'Resource Name'. The grid shows a hierarchy: C-1 (CREW 1) containing C-1.1 (JONES, EDDIE), C-1.2 (SMITH, BARNEY), and C-1.3 (ROGERS, NED). The 'Roster Resources' form is open, showing two tabs: 'Roster New Resource' (selected) and 'Roster Existing Incident Resource'. The form contains several sections:

- Resource Information:** Accounting Code (1199), Request Number (C-1.3), Status (C), Person (checked), Invoice OF-286 (unchecked), Last Name (ROGERS), First Name (NED), Cell Phone #, Leader Type (NONE), Item Code (FFT1), Trainee (unchecked), Item Name (FIREFIGHTER, TYPE 1), Unit ID (WA-ABDN), Agency (USFS), Mobilization Date, Check-In Date (02/01/2020), Check-In Time (0600), Actual Release Date.
- Check-In Data:** Demob City, Demob State, Mobilization Travel Method, Mobilization Jetport, First Work Day (02/01/2020), Length of Assignment (25), Demob Date (02/26/2020), Days Left (0), Number of Personnel (1), Other 1, Other 2, Other 3.
- Qualifications:** A table with columns 'Trainee', 'Item Code', and 'Item Name'. It currently shows 'No Rows To Show'.

 At the bottom of the form are buttons: 'Roster New', 'Save', 'Cancel', 'Unroster', and 'Close'. A red arrow points to the 'Roster New' button.

NOTE: If the user clicks the **Roster New** button without first clicking the **Save** button, the data from previous record will be lost. Click **Save** whenever a record is added/edited.

7. Click the **Save** button.

Roster Existing Incident Resources (Check-In, Time/Cost)

Existing incident resources can be added to the roster of a Primary resource on the incident. The original Request Number for newly added resources remains the same. Currently, Rostered Resources appear in the resources grid on the left in the Roster Resources screen. Resources available to be rostered appear in the right grid.

Advantages:

- All primary records will show in the main resources grid for the category selected.
- All available resources that can be rostered will show in the selection grid on the right in the Roster screen. Clicking on a resource adds it to the primary record. Original Request Number remains with the rostered subordinate resource.
- This is a quick way to roster/unroster resources already on the incident to a Primary record. An unrostered subordinate from a primary resource is returned to the main grid as a single resource.

1. Click a Primary resource in the main Resources Grid.
2. Click the **Roster Resources** button.
3. Click the **Roster Existing Incident Resources** tab.
4. A list of existing resources that can be rostered displays in the right grid.
5. Select one or more resources in the right grid to roster those resources to the selected primary resource that displays in the left grid.
6. Click the **Save** button to roster the highlighted resource(s) to the primary resource in the left grid.
7. Click the Close button.
8. Click a newly rostered Subordinate resource in the main Resource grid to edit that resource's data.

- Click the **Save** button to save any changes made to the subordinate resource.

The screenshot shows the 'Roster Resources' interface. On the left, there is a sidebar with a tree view showing a hierarchy: C-1 (CREW 1), C-1.1 (JONES, EDDIE), C-1.2 (SMITH, BARNEY), and C-1.3 (ROGERS, NED). The main area has two tabs: 'Roster New Resource' and 'Roster Existing Incident Resource'. The 'Roster Existing Incident Resource' tab is active. Below the tabs is a section titled 'Roster From Existing Incident Resource Instructions' with the text: 'Click one or more Resources in the grid below. Then click the Save button to Roster those Resources to the Primary Resource in the grid to the left.' Below this is a grid with columns: Request Num..., Resource Name, Item Name, Status, Agency, and Unit ID. The grid contains 13 rows of resource data. The first row (O-101) is highlighted in yellow. A red arrow points from the 'Roster Existing Incident Resource' tab to the grid, and another red arrow points from the highlighted row to the 'Save' button at the bottom of the interface.

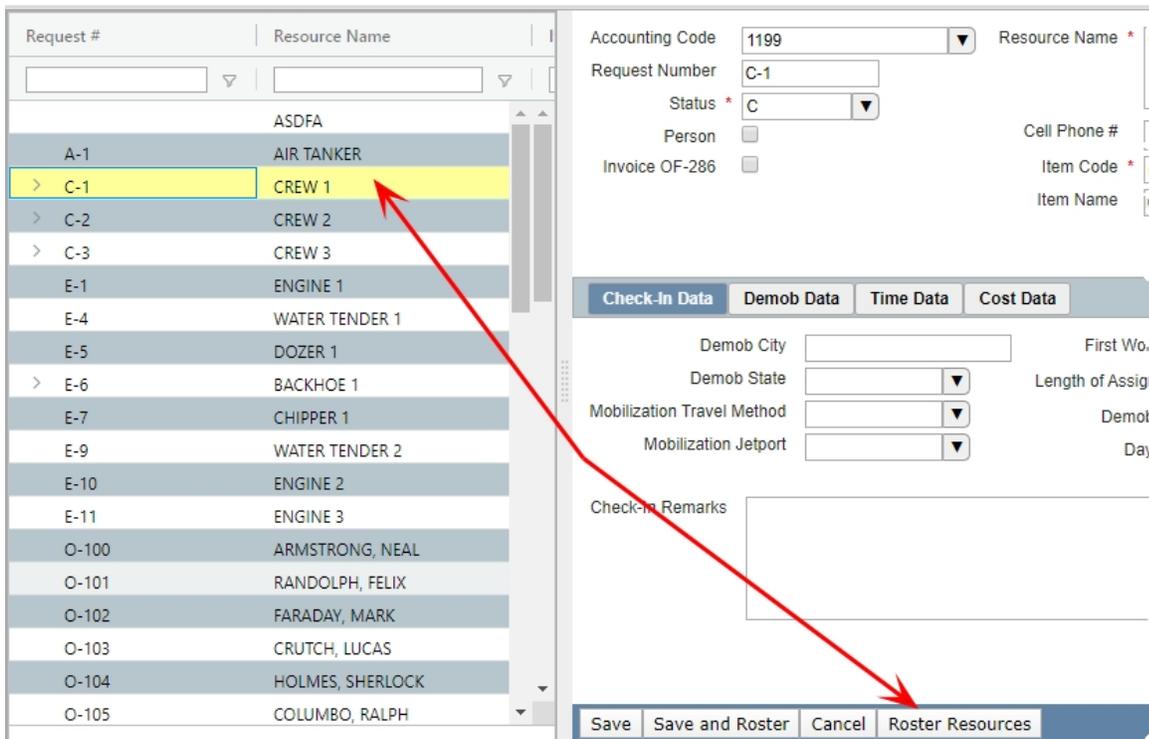
Request Num...	Resource Name	Item Name	Status	Agency	Unit ID
O-101	RANDOLPH, FELIX	CANH	C	USFS	WA-ABDN
O-102	FARADAY, MARK	ICT1	C	USFS	WA-ABDN
O-103	CRUTCH, LUCAS	DPIC	C	USFS	WA-ABDN
O-104	HOLMES, SHERLOCK	SOF1	C	USFS	WA-ABDN
O-105	COLUMBO, RALPH	PIOF	C	USFS	WA-ABDN
O-106	FLETCHER, JESSICA	LOFR	C	USFS	WA-ABDN
O-107	STONE, OLIVER	AREP	D	USFS	WA-ABDN
O-108	JONES, TOM	PSC1	C	USFS	WA-ABDN
O-109	JONES, DAVEY	RESL	C	USFS	WA-ABDN
O-110	CARLTON, BOB	SITL	C	USFS	WA-ABDN
O-111	POE, EDGAR	DOCL	C	USFS	WA-ABDN
O-112	ROLLINS, JAMES	DMOB	C	USFS	WA-ABDN
O-113	JONES, NORA	FBAN	C	USFS	WA-ABDN

Buttons: Save | Unroster | Close

Unroster a Resource

Follow the steps in this section to Unroster a resource in the e-ISuite system:

1. From the Home page, click the **Incidents** button.
2. Select an Incident or an Incident Group.
3. Click the **Check-In** button.
4. Select an existing Primary Resource in the Resources grid.
5. Click the **Roster Resources** button.



Request #	Resource Name
	ASDFA
A-1	AIR TANKER
> C-1	CREW 1
> C-2	CREW 2
> C-3	CREW 3
E-1	ENGINE 1
E-4	WATER TENDER 1
E-5	DOZER 1
> E-6	BACKHOE 1
E-7	CHIPPER 1
E-9	WATER TENDER 2
E-10	ENGINE 2
E-11	ENGINE 3
O-100	ARMSTRONG, NEAL
O-101	RANDOLPH, FELIX
O-102	FARADAY, MARK
O-103	CRUTCH, LUCAS
O-104	HOLMES, SHERLOCK
O-105	COLUMBO, RALPH

Accounting Code: 1199 Resource Name *

Request Number: C-1

Status *: C

Person:

Invoice OF-286:

Cell Phone #

Item Code *

Item Name

Check-In Data Demob Data Time Data Cost Data

Demob City: First Wo.

Demob State: Length of Assign

Mobilization Travel Method: Demob

Mobilization Jetport: Day

Check-In Remarks:

Save Save and Roster Cancel **Roster Resources**

6. Select either the **Roster New** or **Roster Existing Incident Resources** tabs.
7. Click a resource in the left grid that should be unrostered.
8. Click **Unroster**.

NOTE: On the Roster Existing Resource screen, the resource is removed from the left grid and will display in the right grid. On the Roster New screen, the resource will no longer display in the left grid.

9. Click **Save**.
10. Click the **Close** button to close the pop-up screen.
11. The resources in the main Resource grid that were unrostered will now display as single resources. If you edit the primary resource, the Number of Personnel will automatically reflect the personnel change.

The screenshot displays the 'Roster Resources' application interface. On the left, a grid lists resources under 'CREW 1', with 'ROGERS, NED' highlighted in yellow. A red arrow points from this resource to the main form area. The form is titled 'Roster Existing Incident Resource' and contains the following fields:

- Accounting Code: 1199
- Request Number: C-1.3
- Status: C
- Person:
- Invoice OF-285:
- Last Name: ROGERS
- First Name: NED
- Cell Phone #:
- Leader Type: NONE
- Item Code: FFT1
- Trainee:
- Item Name: FIREFIGHTER, TYPE 1
- Unit ID: WA-ABDN
- Agency: USFS
- Mobilization Date: mm/dd/yyyy
- Check-In Date: 02/01/2020
- Check-In Time: 0600
- Actual Release Date: mm/dd/yyyy
- Actual Release Time:

Below these fields are tabs for 'Check-In Data', 'Demob Data', 'Time Data', and 'Cost Data'. The 'Check-In Data' tab is active, showing:

- Demob City:
- Demob State:
- Mobilization Travel Method:
- Mobilization Jetport:
- First Work Day: 02/01/2020
- Length of Assignment: 25
- Demob Date: 02/26/2020
- Days Left: 0
- Number of Personnel: 1
- Other 1:
- Other 2:
- Other 3:

At the bottom, there is a 'Check-In Remarks' text area and a 'Qualifications' table with columns for Trainee, Item Code, and Item Name. The table is currently empty, showing 'No Rows To Show'. At the very bottom of the form are buttons for 'Roster New', 'Save', 'Cancel', 'Unroster', and 'Close'.

Printing Plans Reports

Follow the steps in this section to print Plans Reports for Resources in the e-ISuite system:

NOTE: General report characteristics include:

- All Reports can be Previewed and Printed. Previewing every report before printing it will ensure that the report is returning the correct information. Adjust the sorts and filters for the report, as needed, then preview the report. Repeat this process until the appropriate data is returned in the report.
- Some reports have buttons to **Restore Default** settings. This will reset the filter and sort areas back to default status.
- The criteria for most reports include check boxes. Some reports also include a drag and drop functionality to select report criteria by moving it from **Available** to **Selected**. Shuttle arrows are also available to move print criteria from **Available** to **Selected**.
- Every report has an instruction screen that can either be shown or hidden. Specific requirements for reports/forms are noted in these instructions.
- Use the sort criteria sparingly to return better results. Otherwise, the criteria may be so limiting that the results are not useful or cannot be returned.
- To print Demob reports/forms for specific resources, click the **Resources Selected in Grid** checkbox on the Demob screen, select the resources, and then click a report button.

1. From the Home page click the **Incidents** button.
2. Select an **Incident** or **Incident Group** .
3. Click **Reports** on the main toolbar.
4. Select **Plans** from the sub-menu.
5. Select one of the following options to generate the identified report:
 - All Resources Report ([see All Resources Report](#))
 - ICS209 Resource List ([see ICS209 Resource List](#))

- Qualifications Report ([See Qualifications Report](#))
- Strike Team/Task Force Report ([See Strike Team/Task Force Report](#))

Incidents ▾ Check-In ▾ Demob ▾ Time ▾ Cost ▾

Plans Reports Time Reports Cost Reports Training Specialist Reports ▾

Resource Reports

- All Resources
- ICS-209 Resource Count
- Qualifications
- Strike Team/Task Force

Demob Reports

- Check-Out Form
- Demob Planning
- Tentative Poster
- Available For Release
- Air Travel Request
- Last Work Day
- Actual Demob
- Ground Support
- Glidepath

All Resources Report

Resource Categories	Group
<input checked="" type="checkbox"/> All Resources	<input checked="" type="checkbox"/> An
<input checked="" type="checkbox"/> Aircraft	<input checked="" type="checkbox"/> Op
<input checked="" type="checkbox"/> Crews	<input checked="" type="checkbox"/> Co
<input checked="" type="checkbox"/> Equipment	<input checked="" type="checkbox"/> Lu
<input checked="" type="checkbox"/> Overhead	<input checked="" type="checkbox"/> Plr
	<input checked="" type="checkbox"/> Fil
	<input checked="" type="checkbox"/> Ex

Report Sorts

Available

- Request #
- Resource Name
- Item Code
- Unit ID
- Agency
- Status
- Check-In Date

Preview/Print Restore Defaults

All Resources Report

The **All Resources** report option prints a list of all the Resources for the selected Incident. This report contains similar information to the Demob Planning Report but includes more check-in specific data. This report can be filtered and sorted several ways. Use this report to confirm the resource information after check-in.

The report can be given to incident managers for this purpose. If there is missing information, it can be added to the resource records in preparation for demob.

NOTE: If ALL Resources is checked, as well as all other filters, ALL Resources will take precedence. To limit the data in the report, check the appropriate filter choices and uncheck the ALL Resources checkbox.

NOTE: This report:

- Provides Group by Categories, Group by Sections, and Resource Status. Check the criteria to include in the report.
- Provides Report Sorts. Use the shuttle box to select how a report will be sorted. Use sorts sparingly.
- Can provide Strike Team/Task Force Components to include for subordinate records. The report will contain only Strike Teams and Task Forces that are currently active (e.g., Status = "C" or "P").
- Can provide Sub-totals for the First Sort identified in the Selected list.

1. From the Report Selection panel on the left under Resource Reports, click the **All Resources** button.
2. Under **Resource Categories**, check the Categories to include in the report. Categories can include: All Resources, Aircraft, Crews, Equipment, and Overhead.
3. Under **Group by Section**, check the sections to include in the report. Sections can include: All Sections, Operations, Command, Logistics, Plans, Finance, and External.
4. Under **Resource Status**, check the status codes to include in the report. Only Resources with the selected Status Codes will be included in the report. Status options include: All Statuses, Checked-In, Demobed, Reassigned, Pending Demob, Filled.
5. Select the sort options to include in the report from the **Report Sorts** box and click the > arrow to move them to the Selected box. To include all Sorts, click the >> button.

NOTE: Report Sorts also includes a "drag and drop" functionality. Use the mouse to drag a Sort from the **Available** box and drop it in the **Selected** box.

6. To include Strike Team/Task Force Components on the report, check the **Strike Team/Task Force Components** checkbox.



Check-In

7. If one or more sorts are selected, include subtotals on the first sort by checking the **Subtotals on First Sort** checkbox. If this option is checked, the Sub-Total section will show on the report along with the name of the item associated with the sub-total, the total number of records, and the total number of personnel associated with the sub-total.
8. Click **Preview/Print** to preview and then print the report.
9. To Restore Defaults, click the **Restore Defaults** button.

REQ #	RESOURCE NAME / LEADER NAME	ITEM CODE	UNIT ID	AGENCY	STATUS	CHECK-IN DATE	MOB DATE	FIRST WORK DAY	LNG OF ASSIGN	DEMOB DATE	TRAVEL METHOD	CELL NUMBER
ALL RESOURCES REPORT												
RIVER US-MT-BDF-003810												
Date: 10/09/2014		Time: 13:39							PAGE: 1			
AIRCRAFT RESOURCES												
OPERATIONS:												
A-20	HELICOPTER - T2S - 205HQ	HEL2	ID-FCF	PVT	C	06/15/2014	06/15/2014		0			
A-21	HELICOPTER - T2S - 17HX	HEL2	ID-FCF	PVT	F							
A-23	HELICOPTER - T1L - 699RH	HEL1	ID-FCF	PVT	F		12/17/2013					
A-24	HELICOPTER - T1L - 191CH	HEL1	ID-FCF	PVT	F		12/17/2013					
CREWS RESOURCES												
OPERATIONS:												
C-1	HCS1; S/T 934; C-1 ELMORE, PETER	HCS1	CA-SLU	CA	C	06/16/2014	06/15/2014	06/16/2014	14	06/29/2014		
C-2	HCS1; S/T 974H; C-2 COPE, TONY	HCS1	CA-CZU	CA	C	06/16/2014	06/15/2014	06/16/2014	14	06/29/2014		
C-3	HC2 SEQUOIA PRIETO, HIPSTER	HC2	CA-SQF	USFS	C	06/16/2014	06/15/2014	06/16/2014	14	06/29/2014		
C-4	HC21; EAGLE IA; C-4 EBERT, WARREN	HC21	CA-LNF	USFS	C	06/16/2014	06/15/2014	06/16/2014	12	06/27/2014		

ICS209 Resource List

The **ICS-209 Resource Count** report option prints the Resources that meet the 209 requirement for the selected Incident. It contains ICS209 information for Block 29 of the FAMWEB ICS209 Report.

NOTE: Use this Report to:

- Validate the **Number of Personnel** from the Strike Team/Task Force Primary resource record. If the count for these resources does not appear correct, make the appropriate changes to the **Number of Personnel** field in the resource record for the Strike Team/Task Force Primary resource.

- Identify any resources that do not have an Agency defined. If no **Agency** has been identified for a resource in the Common Data, the **Number of Personnel** for that resource will display in a **No Agency** column. Add an agency to the resources that do not have an agency and then rerun the report. The goal is to have no resources appear in the **No Agency** column. The easiest way to find "no agency" resources is to filter the Resource's grid by Agency. When the column is filtered, Resources without an agency will display at the top of the column.
- Validate Aircraft resources, because these resources may not be appropriately checked in. Check with Air Operations personnel to confirm the true number for each type of Helicopter.
- Validate Totals:
 - Sub Total is the total number of FAMWEB ICS-209 counted resources.
 - Non 209 is the total of all other types of resources that are not reported in FAMWEB.
 - TOTAL is the sum of the FAMWEB Sub Total and the Non 209 total. This is really the total number of personnel on the incident for ICS-209 purposes, even though it includes personnel who are not counted in the FAMWEB report columns. This TOTAL number is important to several incident functions.
- Preview data and identify any conflicts. If there is conflicting data, return to the Resources Grid.
 - If there is a conflict, navigate to Check-in or Demob. Locate the record(s) and resolve the issue(s). The problem is usually with the Number of Personnel or no Agency. After fixing the data, preview the report again. When the data is correct, print and deliver the report to the appropriate person/function.

1. From the report selection panel on the left under Resource Reports, click the **ICS209 Resource Count** button.
2. Select either the **Display States as a Group** or **Display States Individually** radio button.
 - **Display States as a Group** will show a total for all states under State.
 - **Display States Individually** will show totals for each individual state.
3. Click **Preview/Print** to preview and then print report.

NOTE: 209 Resources have Item Codes with the following 209 reporting categories:

- Engines (ENG3, ENG4, ENG5, etc.)
- Crews (HC1, HC2, etc.)
- Dozers (DOZ1, DOZ 2, DOZ3, etc.)

The top number in the column is the total number of resources in the 209 category by agency. The bottom number in the column is the total number of personnel associated with the 209 category. the personnel count comes from the "Number of Personnel" field on the check-in tab for the parent record. All person resources will be counted as 1.

There is an exception for Strike Team/Task Force Non-Person resources. The personnel count will come from each subordinate assigned to a Strike Team/Task Force. If the personnel count for a subordinate is "0," the default number of personnel from the item Code table will be used to calculate the number of personnel for each subordinate.

Non 209 Resources have Item Codes that do not have a 209 reporting category (i.e., Pickups, Generators, etc.)

The top number in the column is the total number of resources that do not have a 209 reporting category by agency. The bottom number in the column is the number of personnel associated with the non-209 category resources. The personnel count comes from the "Number of Personnel" field on the Check-In tab for the parent record. All person resources will be counted as 1.

A complete list of ITEM CODES and their attributes can be obtained in e-ISuite by creating a Custom Report using the ITEM CODE View and including the columns the user wishes to view.

or equipment.

- Identifies the resource with an "*" when the resource is currently assigned to that position on the incident. If a name appears under an Item Code without an "*", then the item code for that resource is an additional qualification, but the resource is not assigned to that position on the incident. This enables a resource with a specific qualification to be located and moved from one position to another if the need arises.
- Defaults to include all resources, including trainees.
- Identifies Trainees with a "t" in the Trainee column.
- Will display trainee resources with the Trainee checkbox checked.
- Can be filtered to exclude trainees or to display Trainees Only.
- Will display the date for Pending or Demobed status in the Tentative (T) / Demob (D) Date column with a (T) or (D) following the date.
- Will show all Item Codes associated with resources by default if no Item Codes are moved to the Selected box.

1. From the report selection panel on the left under Resource Reports, click the **Qualifications** button.
2. Select the Item Codes from the Available box on the left and click the > arrow to move them to the Selected box. To include all Item Codes, click the >> arrow.

NOTE: Item Codes can also be moved from the Available to the Selected box by dragging and dropping it in the Selected box.

3. To include all resources, click the **All Resources** radio button.
4. To exclude trainees, click the **Qualified Only** radio button.
5. To include only trainees, click the **Trainees Only** radio button.
6. Click **Preview/Print** to preview and then print the report.
7. To restore defaults, click the **Restore Defaults** button.



Check-In

Request Number	Name	Trainee	Agency	Item Code	Section	Tentative (T) Demob (D) Date
QUALIFICATIONS REPORT						
RIVER MT-BDF-003810						
10/09/2014	13:43					Page 1
ADVANCED EMERGENCY MEDICAL TECHNICIAN						
O-42	* FORBES, JUDY T		CA	EMTA	LOGISTICS	06/30/201 (D)
AGENCY REPRESENTATIVE (AREP)						
O-1	* CARREIRO, DENNIS	T	CA	AREP	COMMAND	06/27/201 (D)
O-144	* HUMPHREY, GARY		CA	AREP	COMMAND	
O-57	* HUTCHINSON, RICK		CA	AREP	COMMAND	
O-47	* KING, DENNIS	T	CA	AREP	COMMAND	06/28/201 (D)
O-143	* SALVATE, JOHN		CA	AREP	COMMAND	
O-160	* STEVE PATE	T	CA	AREP	COMMAND	
AIR OPERATIONS BRANCH DIRECTOR (AOBD)						
O-56.31	* CROTTY, JOHN R		CA	AOBD	OPERATIONS	
O-167	* MASOVERO, ANTHONY JOSEPH		USFS	AOBD	OPERATIONS	11/05/201 (D)
AIR SUPPORT GROUP SUPERVISOR (ASGS)						
O-56.32	* IMT - DRIESBACH, AL G		BIA	ASGS	OPERATIONS	
O-56.33	* WARNER, CURTIS K	T	USFS	ASGS	OPERATIONS	
AIR TACTICAL GROUP SUPERVISOR (ATGS)						
O-38	* BASCH, PATRICK L		USFS	ATGS	OPERATIONS	06/29/201 (D)
O-163	* MCGUIRE, DANIEL		USFS	ATGS	OPERATIONS	07/02/201 (D)
AMBULANCE (AMBU)						

Strike Team/Task Force Report

The Strike Team/Task Force report option prints a list of all Strike Team or Task Force Resources for the selected Incident. It identifies the members of Strike Teams and Task Forces. Only Strike Teams and Task Forces that are currently active (e.g., Status "C" or "P") at the selected incident will be included in this report.

1. From the report selection panel on the left under Resource Reports, click the **Strike Team/Task Force** button.
2. Select one or more Strike Teams/Task Forces to include on the report.
3. To select all of the Strike Teams/Task Forces, click the **Select All** button.



Check-In

4. To deselect all of the Strike Teams/Task Forces, click the **Deselect All** button.
5. To refresh the grid, click the **Refresh Grid** button.
6. Click **Preview/Print** to preview and then print the report.

10/09/2014										
STRIKE TEAM/TASK FORCE REPORT										
PAGE: 1										
RIVER MT-BDF-003810										
REQ #	NAME	ITEM NAME	STATUS	# OF PERSONNEL	AGENCY	UNIT ID	TRAVEL METHOD	LAST WORK DAY	TENTATIVE RELEASE DATE	ACTUAL RELEASE DATE
C-1	HCS1; S/T 934; C-1	CREW, STRIKE TEAM,	C	43	CA	CA-SLU		06/29/2014		
C-1.1	ELMORE, JEFF	STRIKE TEAM LEADER,	C	1	CA	CA-SLU		06/29/2014		
C-1.2	HC1; CASTA 17; C-1.2	CREW, TYPE 1	C	21	CA	CA-SLU		06/29/2014		
C-1.2.1	WATT, MICHAEL	CREW BOSS	C	1	CA	CA-SLU		06/29/2014		
C-1.3	HC1; CASTA 15; C-1.3	CREW, TYPE 1	C	21	CA	CA-BDF		06/29/2014		
C-1.3.1	RAMLER, BRANDON	CREW BOSS	C	1	CA	CA-BDF		06/29/2014		
C-2	HCS1; S/T 974H; C-2	CREW, STRIKE TEAM,	C	41	CA	CA-CZU		06/29/2014		
C-2.1	HC1; MOND 19; C-2.1	CREW, TYPE 1	C	20	CA	CA-CZU		06/25/2014		
C-2.1.1	ROOKUS, JENNIFER	CREW BOSS	C	1	CA	CA-CZU		06/25/2014		
C-2.2	HC1; RAM 16; C-2.2	CREW, TYPE 1	C	20	CA	CA-DAG		06/25/2014		
C-2.2.1	GARCIA, TREY	CREW BOSS	C	1	CA	CA-DAG		06/25/2014		
C-2.3	COPE, ANDREW R	STRIKE TEAM LEADER,	C	1	CA	CA-DAG		06/25/2014		
C-5	HCS1; S/T 140F; C-5	CREW, STRIKE TEAM,	C	43	CA	CA-LNU		06/25/2014		
C-5.1	LAYTON, JOHN	STRIKE TEAM LEADER,	C	1	CA	CA-LOM		06/25/2014		
C-5.2	HC1; DELTA 35; C-5.2	CREW, TYPE 1	C	21	CA	CA-LNU		06/25/2014		
C-5.2.1	CLARK, CORY	CREW BOSS	C	1	CA	CA-LNU		06/25/2014		
C-5.3	HC1; DELTA 10; C5.3	CREW, TYPE 1	C	21	CA	CA-LNU		06/25/2014		
C-5.3.1	PRITCHARD, PATRICK	CREW BOSS	C	1	CA	CA-LNU		06/25/2014		
C-7	HCS1; S/T 93J; C-7	CREW, STRIKE TEAM,	F	1	CA	CA-SLU		06/27/2014		
C-7.1	HERRING, NATE	CREW BOSS	F	1	CA	CA-SLU		06/27/2014		
C-7.2	HC1; CASTA 222; C-7.2	CREW, TYPE 1	F	1	CA	CA-SLU		06/27/2014		
C-7.2.1	STERRETT, DON	CREW BOSS	F	1	CA	CA-SLU		06/27/2014		
C-7.3	HC1; CASTA 6; C-7.3	CREW, TYPE 1	F	21	CA	CA-SLU		06/27/2014		
C-7.3.1	POTTS, JASON	CREW BOSS	F	1	CA	CA-SLU		06/27/2014		
C-8	CREW S/T - T1 - 9175 G	CREW, STRIKE TEAM,	F	1	CA	CA-CZU				
C-8.1	CREW - T1 - BEN LOMOND 4	CREW, TYPE 1	F	1	CA	CA-CZU				

Index

A	G
Add qualifications, 19 resource, 10	Group check-in, 26
All Resources Report printing, 40	I
C	ICS 209 Resource List printing, 42
Check-In check-in data, 16 check-in steps, 12 default check-in date and time, 6 group, 26 manage settings, 3 other field labels, 5 quick stat settings, 4 reports, 39	P
Common Data mandatory fields, 10 roster resources, 28	Plans Reports all resources report, 40 ics209 resource list, 42 printing, 39 qualifications report, 45 strike team/task force, 47
D	Q
Date and Time check-in settings, 6	Qualifications add qualifications, 19 delete qualification, 20 edit qualification, 20
Default Check-In Date and Time settings, 6	Qualifications Report printing, 45
Delete qualification, 20 resources, 25	Quick Stats settings, 4 view quickstats, 7
Demob reports, 39	R
E	Reports all resources, 40 ICS 209 resource list, 42 ics209 resource list., 42 plans reports, 39 qualifications, 45 strike team/task force, 47
Edit qualifications, 20 Resource, 22 roster resources, 22	Resource

add qualifications, 19	unroster resource, 37
add resource, 10	
check-in data, 16	
check-in steps, 12	S
delete a resource, 25	Settings
delete qualification, 20	check-in settings, 3
edit a resource, 22	Strike Team
edit qualification, 20	roster resources, 29
group check in, 26	Strike Team/Task Force Report
manage check-in settings, 3	printing, 47
mandatory common data, 10	
overview, 9	T
rostering, 28	Task Force
Roster Resources	roster resources, 29
advantages, 29	
common data, 28	
editing, 22	U
existing resources, 35	Unroster
general points, 28	resources, 37
new resource, 33	
propagation popup, 30	
strike team/task force, 29	