



# INCIDENTS

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# Incidents

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## Incidents Overview

The e-ISuite system allows the user to manage all types of incidents. This section explains how to perform the following procedures for incidents in the e-ISuite system:

- [Manually add an Incident](#)
- [Edit an Incident](#)
- [Delete an Incident](#)
- [View/Hide Incidents](#)
- [Financial Export](#)



# Incidents

## Add an Incident

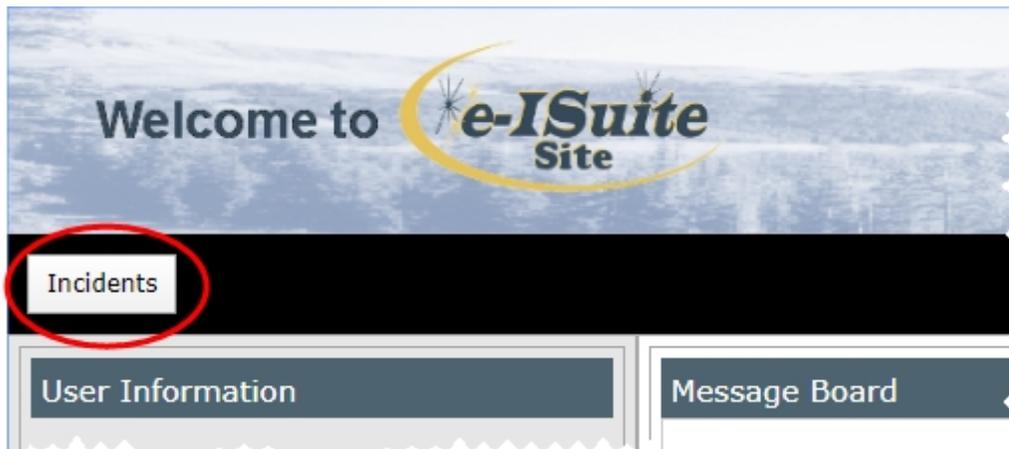
NOTE: Only non-privileged user accounts with a Data Steward Role can create, edit, delete or manage Incidents.

NOTE: There are three ways in which to add an incident: Manually; through an IROC import; or through the use of a Data Transfer file. See the appropriate sections for further information on the IROC Import and Data Transfer processes.

## Add an Incident

Follow the steps in this section to manually add an incident to e-ISuite:

1. On the Home page click the **Incidents** button.



2. The Incidents grid will display.
3. Click the **Add Incident** button.



4. Select the **Event Type** from the drop-down list. Use the description that most closely describes the incident.



## Incidents

5. Enter the **Incident Name** as it appears on Resource Orders or as incident host unit directs. (Discuss with ITSS any issues with the incident name not matching the IROC name for import purposes.)
6. Enter the **Incident Number**.

**NOTE:** The Incident Name, Incident Number and Start Date combined uniquely identify an incident. If there is another incident with the same name, number and year in the start date, an error message will display and the new incident record will not be saved.

- a. The **Country Code** defaults to **US** and cannot be changed.
  - b. Select the **Unit ID** from the drop-down list. If uncertain, ask the host unit personnel for the correct code.
  - c. Enter the **Number** as it appears on Resource Orders. If uncertain, ask the host unit personnel for the correct number. If the number is less than six characters, the system will prefix the number with zeroes in order to reflect six characters (e.g., 56 will display as 000056).
7. Select the **Incident Jurisdiction** from the drop-down list.

**NOTE:** The Incident Jurisdiction facilitates cost accrual category decisions.

8. Select the **State** for the incident from the drop-down list. If uncertain, ask the host unit personnel for the correct state.
9. Enter the **Start Date** for the incident, or click the calendar icon to select a date. If uncertain, ask the host unit for the date to enter.
10. Do not enter an **End Date** until all costs and other data associated with the incident have been entered. Enter the **End Date** or click the calendar icon to select a date. The host unit Fire Management Officer or Agency Administrator should specify the end date.
11. Enter any additional information about the incident in the **Description** field. This usually refers to the geographic location of the incident or incident base camp.



# Incidents

Incident Number: US-- Incident Name: HOPE VALLEY

**Incident Info**

Event Type \*

Incident Name \*

Incident Number \*

Country Code \*

Unit ID \*

Number \*

US--

State \*

Start Date \*

End Date

Description

Incident Jurisdiction \*

12. To add user accounts to the User Access list for the incident:

**NOTE:** Adding user accounts to the User Access list is only available in Enterprise. In Site, all users in the database will automatically have access to all incidents in the database.

- Select the **Add User** button in the User Access area on the screen.
- Select one or more user in the grid.
- Click the **Add User(s)** button.

**NOTE:** You can also add users to the incident by clicking the Add User Group button and selecting a user group for the incident. This option will add all users within the User Group to the User Access List.

13. Click **Save** to save the Incident. This will activate the Accounting Code tab. Accounting Code information is not required prior to saving an incident, but is required to generate payment documents.

**NOTE:** An Incident must be Saved to activate the Accounting Code tab.



# Incidents

## Adding Accounting Codes

1. Select the **Accounting Codes** tab to add Accounting Codes to the Incident.

**NOTE:** Until the Incident information is saved, the Accounting Code tab will not display.

2. Click the **Add** button above the data entry screen.

Incident Number: US-WA-ABDN-8978888 Incident Name: HOPE VALLEY

Incident Info Accounting Codes Reference Data

Add Delete

Incident Default

Agency \*  Accrual Accounting Code

Accounting Code \*  Forest Service Region/Unit

Save Cancel

Accounting Code	Agency	FS Region/Unit	Default
1199	FED		<input checked="" type="checkbox"/>
328932898239	WA		<input type="checkbox"/>

3. To set an accounting code as the incident default, click the checkbox to select the **Incident Default**.
4. Select the Agency from the **Agency** drop-down list.

**NOTE:** An Agency is required. An Accounting Code cannot be defined until an Agency is selected

5. Enter the **Accounting Code**.
6. To assign an accrual accounting code to the accounting code for Cost purposes, select the code from the **Accrual Accounting Code** drop-down list which is populated with all accounting codes entered for that incident.
7. If **USFS** or **FED** is selected in the **Agency** field, a **Region/Unit** drop-down list is available. Select the appropriate region or unit code from the list.

**NOTE:** The **Region/Unit** is NOT required. If a **Region/Unit** is selected, it prints on the OF-288 in Block 3.



# Incidents

8. Continue adding accounting codes until all accounting codes have been entered.
9. Click the **Save** button.

NOTE: All Accounting Codes entered for an incident will be available to assign to a resource, for use in posting time and recording costs appropriately. See *Check-in, Time and Cost* for further information.

NOTE:

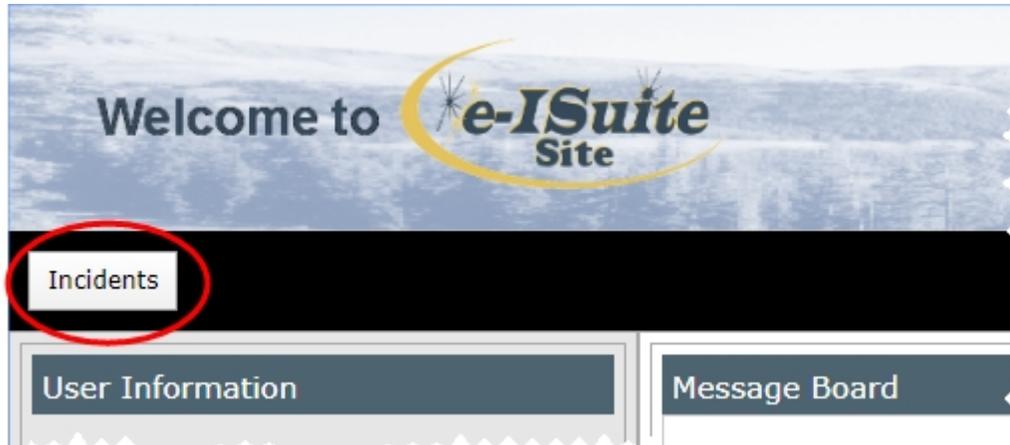
- The first Accounting Code assigned to an incident is marked as the Default. A checkmark will display in the Accounting Codes grid under the Default column.
- The Incident Default cannot be unchecked and saved unless a new Accounting Code has been entered and designated as the default.
- The same Accounting Code can be the default code for multiple incidents.
- Agency has to be selected prior to entering an Accounting Code.
- The same Accounting Code cannot have different Agencies assigned.
- If there are no Accounting Codes defined for the Incident, the Accrual Accounting Codes drop down list will be blank.
- If an Accounting Code has been assigned to a Resource or used in any time postings, the system will prevent the user from deleting the Accounting Code.
- The same Accounting Code can be added to multiple incidents.
- If the Event Type selected is Fire - Wildfire Fire, the Agency list will only show FED and not individual federal fire agencies.
- The system will show a message if the accounting code for one incident is duplicated for other incidents. The system will not prevent use of the same accounting code, only issue a warning.

## Edit an Incident

Follow the steps in this section to edit an existing incident:

**NOTE:** Only users with a Data Steward Role can edit Incidents.

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



2. The Incidents grid will display.
3. Select the Incident to edit, and click **Edit Incident** in site and **Edit Incident/Incident Group** in enterprise.

**NOTE:** If an Incident Group is selected in Enterprise instead of an Incident, the system will display the fields for editing an Incident Group. See the [Manage Incident Groups](#) section for more information about Incident Groups.

4. Edit the Incident data, as needed.
5. To edit the User Account List in Enterprise, select **Add User** or **Add Users from User Group** and make the appropriate changes to user's access to the Incident.

**NOTE:** Adding user accounts to the User Access list is only available in Enterprise. In Site, all users in the database will automatically have access to all incidents in the database.

**NOTE:** To remove a User from the User Access List, select the User and click **Remove User**.

6. Select the **Accounting Codes** tab to edit Accounting Codes assigned to the Incident.



# Incidents

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7. Select the **Reference Data** tab to edit Reference Data specific to this incident. (See *Reference Data for details*).
8. Click the **Save** button to save the incident.



# Incidents

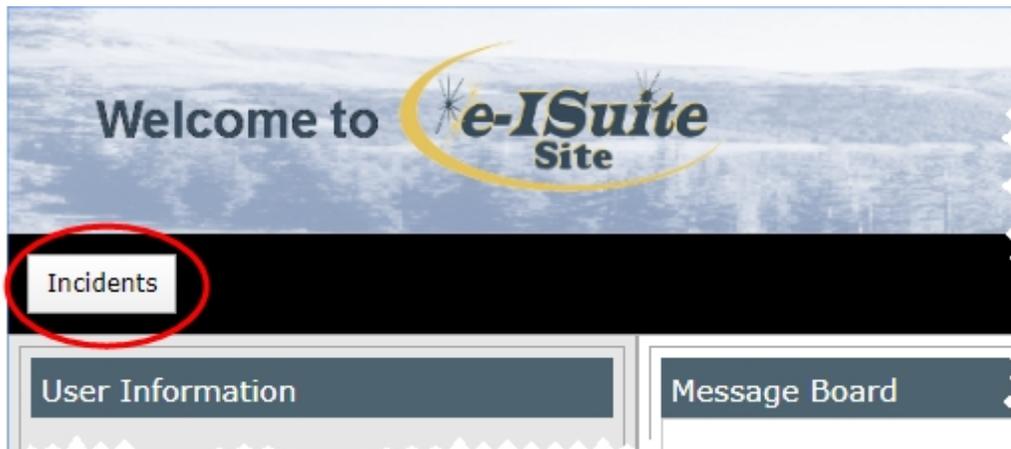
## Deleting an Incident

Follow the steps in this section to delete an incident from Enterprise:

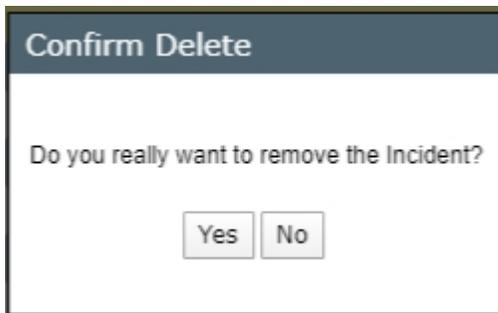
**NOTE:** Only users with a Data Steward Role can delete Incidents.

**NOTE:** The user can only delete incidents that do not have critical data associated with them (e.g., time postings).

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



2. The Incidents grid will display.
3. Select the Incident to delete and click **Delete Incident** in site and **Delete Incident/Incident Group** in enterprise. Only one Incident can be selected at a time for deletion.
4. A confirmation message will display.



5. Click **Yes** to delete the incident.



# Incidents

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## Restoring an Incident

### Site

Ensure that either the auto back up option is selected, or the database is being backed up manually on a regular basis. If there is a problem with a database or it becomes corrupted for some reason, a back-up copy may be the only option to restore the database. The Account Manager role has access to Database Management options. Refer to that section in Site Account Manager.

### Enterprise

Currently, there is no option to restore an Enterprise incident database. Call the IIA Helpdesk at 866-224-7677 if there is a problem with a particular incident that cannot be resolved.



## Adding User Accounts to Incidents

### Site

After an Account Manager initially establishes an incident in Site, they can then create the user accounts. All user accounts created in a Site database have access to all of the incidents in the database.

**See *Account Manager User Guide* for further information on creating, editing and deleting user accounts.**

A user account must be created for each user in the Site database, even if that user already has a user account for Enterprise. A user account created in the Site database is not associated with any user account in Enterprise, and cannot be used to log into Enterprise.

A user account can be disabled or deleted, depending on whether the user has logged into the system using that account. If a user has logged into the system with a user account, that user account cannot be deleted, but it can be disabled by an Account Manager. If a User Account is disabled, the user can no longer log into that User Account until it is enabled by the Account Manager. A user account can only be deleted if a user has not used that account to log into the system.

### Reset Password

See *Account Manager User Guide* for more detail on resetting passwords for Site user accounts.

### Enterprise

**NOTE:** Only user accounts established and verified through the NAP can be added to the Access List for an incident in Enterprise. See the information in the *Account Manager User Guide* [Account Manager](#) for further details on how to request a NAP account.

### Adding a User Account to an Incident in Enterprise

After an Account Manager has added user accounts to the Enterprise system from NAP and assigned the necessary roles, a user with the Data Steward role



# Incidents

can add the user accounts to the User Access list for an incident. The User Access List pertains to single incidents, not incident groups, and only single users or an entire user group (not specific individuals within that group). See *Adding Users from User Group to a Single Incident*.

The User Access List tab displays on the bottom of the Add Incident or Edit Incident screen. Follow these steps to add a user account to the User Access List:

1. Click the **Add User** button that displays above the User Access List.

Incident Number: US-WA-ABDN-878797      Incident Name: APPLE VALLEY

**Incident Info**    Accounting Codes    Reference Data

Event Type \* WF    State \* WA  
Incident Name \* APPLE VALLEY    Start Date \* 04/01/2020  
Incident Number \*    End Date \* mm/dd/yyyy  
Country Code \* US    Description  
Unit ID \* WA-ABDN  
Number \* 878797  
US-WA-ABDN-878797  
Incident Jurisdiction \* USFS

**User Access List**

**Add User**    Add Users from User Group    Remove User

User Name	First Name	Last Name	Unit ID
jdoe	JOHN	DOE	UT-USO
jdoe1	JOHN	DOE	UT-UWF

**Save**    Cancel

2. A window will display with a list of user accounts.
3. Select the user account(s) to add to the User Access List.
4. Click **Add User(s)**.
5. Click the **Close** button to close the window.





# Incidents

## Removing a User Account from an Incident in Enterprise

On the Incident screen under the **User Access List** tab:

1. In the grid highlight the user account to remove.
2. Select **Remove User**.

Incident Number: US-WA-ABDN-878797 Incident Name: APPLE VALLEY

Incident Info Accounting Codes Reference Data

Event Type \* WF State \* WA  
Incident Name \* APPLE VALLEY Start Date \* 04/01/2020  
Incident Number \* Country Code \* US End Date \* mm/dd/yyyy  
Unit ID \* WA-ABDN Description \*  
Number \* 878797  
US-WA-ABDN-878797  
Incident Jurisdiction \* USFS

User Access List

Add User Add Users from User Group Remove User

User Name	First Name	Last Name	Unit ID
jdoe	JOHN	DOE	UT-USO
jdoe1	JOHN	DOE	UT-UWF

Save Cancel

3. Click the **Save** button to save the changes to the User Access list for the incident.

**NOTE:** A user account that has been removed from the Access List for an Incident in Enterprise is not removed or deleted from the NAP. The user account remains in the NAP, and if active, it can be added to other Incidents in Enterprise.



# Incidents

## Adding Users from User Group to a Single Incident

Each Data Steward can create their own User Group, which includes a list of user accounts that they can quickly add to an incident's User Access List. See [Adding User Groups section](#) for further details on creating a User Group.

When a User Group is added to an incident's User Access List, all user accounts within the User Group are added to the User Access List. A Data Steward cannot add individual user accounts from a User Group to the User Access List.

On the Incident screen under the **User Access List** tab:

1. Click the **Add Users from User Group** button.

Incident Number: US-WA-ABDN-878797 Incident Name: APPLE VALLEY

**Incident Info** Accounting Codes Reference Data

Event Type \* WF State \* WA  
Incident Name \* APPLE VALLEY Start Date \* 04/01/2020  
Incident Number \* Country Code \* US End Date mm/dd/yyyy  
Unit ID \* WA-ABDN Description  
Number \* 878797 US-WA-ABDN-878797  
Incident Jurisdiction \* USFS

**User Access List**

Add User **Add Users from User Group** Remove User

User Name ↑	First Name	Last Name	Unit ID
jdoe	JOHN	DOE	UT-USO
jdoe1	JOHN	DOE	UT-UWF

Save Cancel

2. On the Add User Group Users to Incident Access List window, select the user groups to add to the User Access List for the incident.
3. Click **Add User(s)** button.
4. The user accounts included in the User Group are added to the User Access grid .



# Incidents

Add User Group Users to Incident Access List

Group Name

USER GROUP 1

USER GROUP 2

Add User(s) Close

5. Click the **Save** button to save the users added to the grid to the User Access list for the incident.



## User Group Overview

The purpose of a User Group is to allow a Data Steward to quickly and easily add User Accounts to the User Account Access List for a single incident or incident group. Once a User Group is added to a User Account Access list, the User Accounts within the group will be treated as individual User Accounts.

- [Adding User Groups](#)
- [Editing User Groups](#)
- [Deleting User Groups](#)



## Adding User Groups in Enterprise

### User/User Groups:

The Data Steward provides incident access to Users. The Data Steward can also create User Groups. These groups can be made up of users who consistently need access to specific incidents. This could be local dispatch office personnel, expanded dispatch personnel, incident management team members. Instead of adding each user individually to each incident, all those individuals can be grouped (e.g., dispatch group, IMT group, etc.) and added to an incident as a User Group.

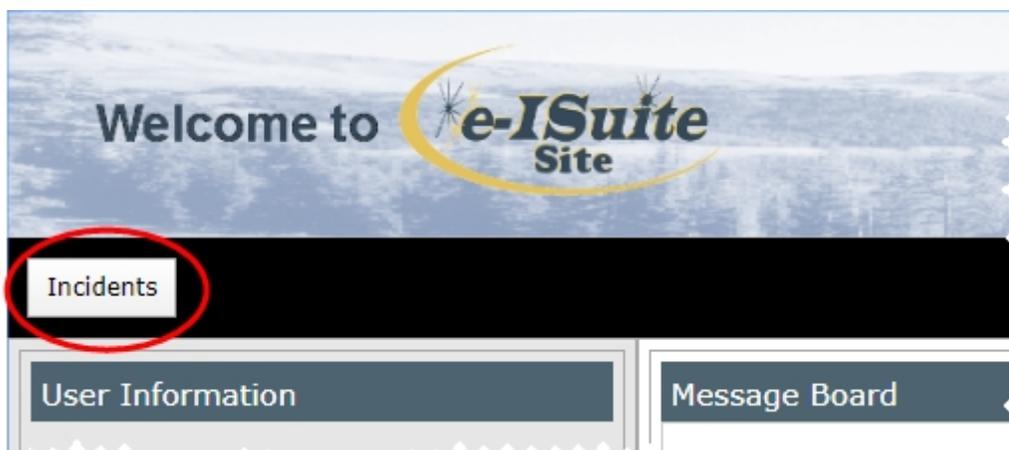
#### NOTE:

- Non-Privileged Users can be added to User Groups.
- Privileged Users cannot be added to a User Group.
- The Name of a User Group must be unique.
- Users in a User Group cannot be duplicated.
- If a User Group is removed, the Users are not removed from the system, only from the Group.
- The Data Steward is automatically listed as a user under any incident or Incident Group they create.
- The Data Steward cannot be deleted.

Follow the steps in this section to add a user group to Enterprise:

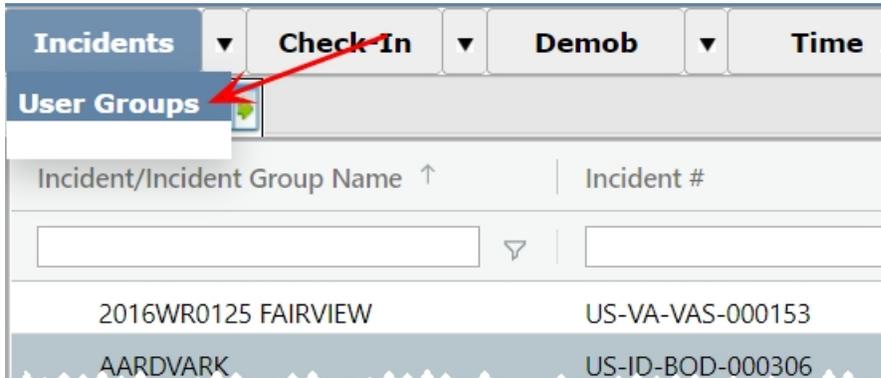
NOTE: Only users with a Data Steward Role can manage User Groups.

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



# Incidents

2. Click on the drop down arrow next to the Incidents menu button and select the **User Groups** option.



3. On the User Groups screen, click the **Add User Group** button.
4. Enter the **Group Name**.
5. Click the **Add User** button open a list of users accounts that can be added to the user group.





# Incidents

Group Name \*

[Add User Group](#) [Edit User Group](#) [Delete User Group](#)

Group Name	Created Date
USER GROUP 1	10/19/2015
USER GROUP 2	04/21/2020

**User Group Users**

[Add User](#) [Remove User](#)

User Name	First Name	Last Name	Unit ID
jdoe	JOHN	DOE	UT-UWF

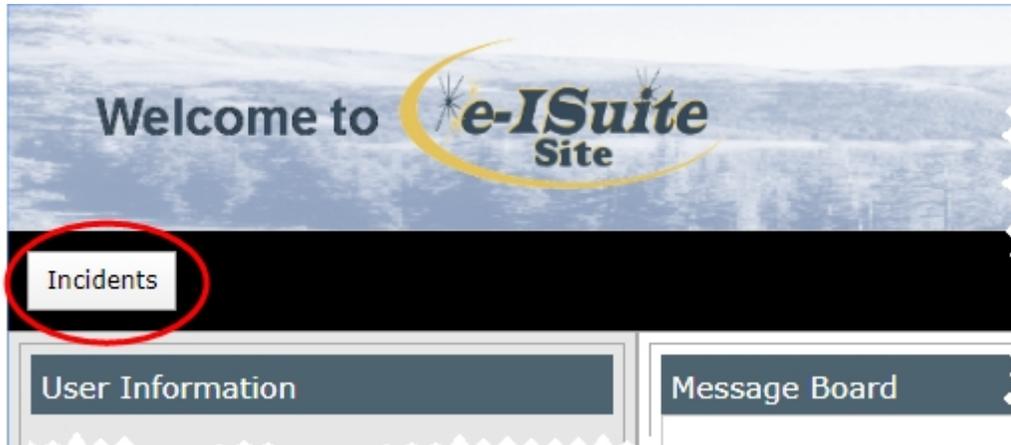
[Save](#) [Cancel](#)

## Editing User Groups in Enterprise

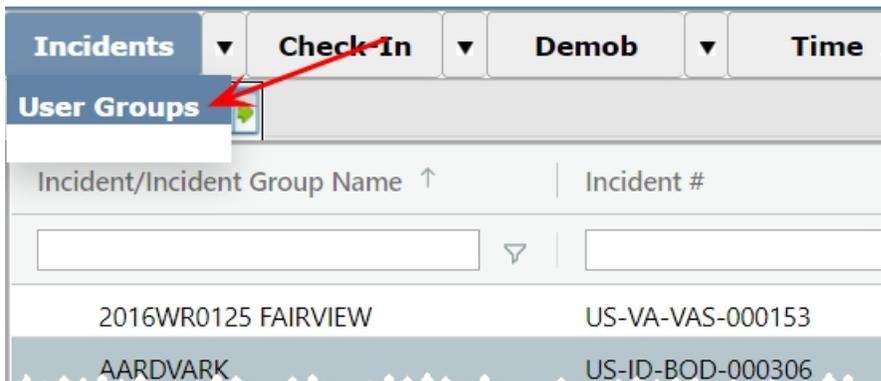
Follow the steps in this section to edit a user group in Enterprise:

**NOTE:** Only users with a Data Steward Role can manage User Groups.

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



2. Click the drop down arrow next to the **Incidents** menu button, and select the **User Groups** option.



3. Select a User Group listed in the **Group Name** grid. This automatically activates the **Edit User Group** button and puts the user in Edit mode.
4. The User Group information displays in the detail area on the right of the screen.
5. If needed, change the User Group name by entering a new name into the **Group Name** field or editing the existing name.





# Incidents

Group Name: USER GROUP 1

Buttons: Add User Group, Edit User Group, Delete User Group

Group Name	Created Date
USER GROUP 1	10/19/2015
USER GROUP 2	04/21/2020

User Group Users

Buttons: Add User, Remove User

User Name	First Name	Last Name	Unit ID
john	JOHN	DOE	UT-UWF

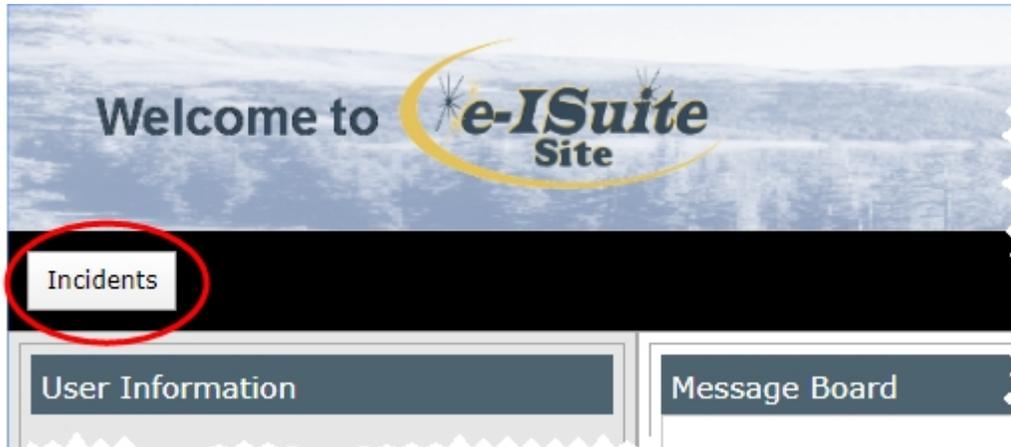
Buttons: Save, Cancel

## Deleting User Groups in Enterprise

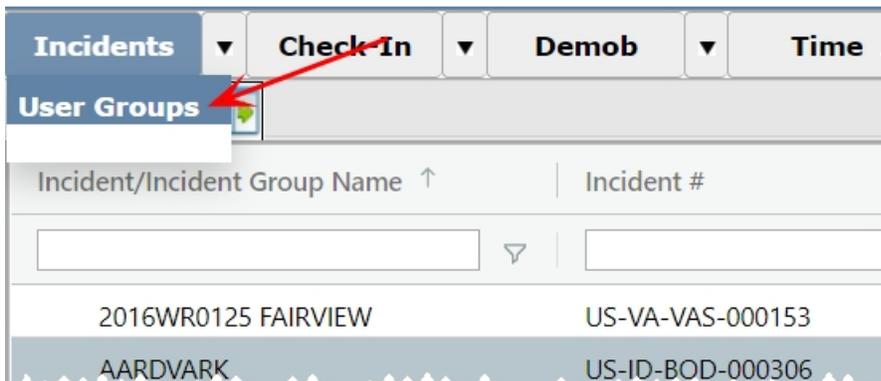
Follow the steps in this section to delete a user group in Enterprise:

**NOTE:** Only users with a Data Steward Role can manage User Groups.

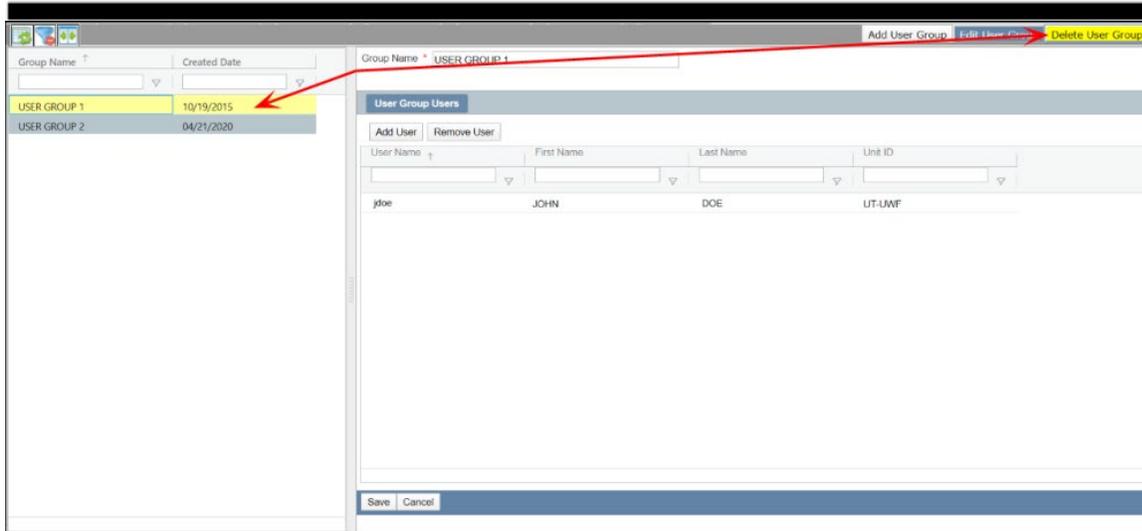
1. From the Home page click the **Incidents** button.



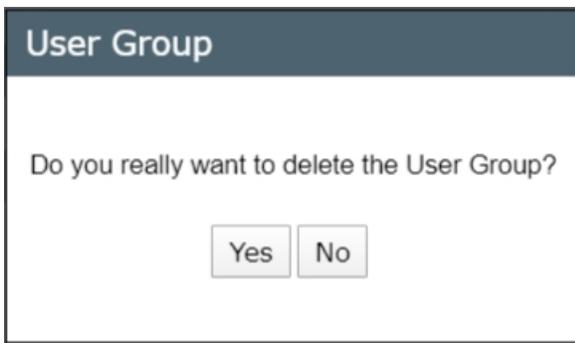
2. Click the drop down arrow next to the **Incident** menu button and select the **User Groups** option.



3. Select the User Group to delete.
4. Click the **Delete User Group** button.



5. A confirmation message will display.
6. Click **Yes** to remove the User Group.



**NOTE:** Deleting a User Group will delete the entire group. All the users are returned to the general user list. No users will be deleted from the system. The User Group name will be deleted from the system.



## Reference Data Overview

NOTE: Until the Incident information is saved, the Reference Data tab will not display.

### Non-Standard Reference Data

NOTE: **Standard Reference Data** for the e-ISuite application is the default data that applies to all incidents in Enterprise and Site. This data is managed by a privileged user account with the Global Reference Data role.

**Non-Standard Reference Data** is unique incident information for a single incident or a single incident within an Incident Group. A thorough search of the default Standard Reference Data should be completed before a decision is made to add Non-Standard Reference Data. The Data Steward role can add, edit and delete Non-Standard Reference Data.

NOTE: Reference Data is not a menu item available to Incident Groups. It is available to the individual incidents within an Incident Group.

Agencies, Unit IDs, Jetports and Item Codes can be added as Non-Standard Reference Data. When the user selects any of these tabs, a list of active, Standard Reference Data displays.

Above the grid, there are two checkboxes labeled Standard and Non-Standard. To view only Standard Reference Data, uncheck the Non-Standard checkbox. To view the Non-Standard Reference Data only, uncheck the Standard checkbox and make sure the Non-Standard checkbox is checked.



# Incidents

Incident Number: US-WA-ABDN-8978888 I:

Incident Info   Accounting Codes   **Reference Data**

**Agencies**   Unit IDs   Jetports   Item Codes

Standard    Non-Standard

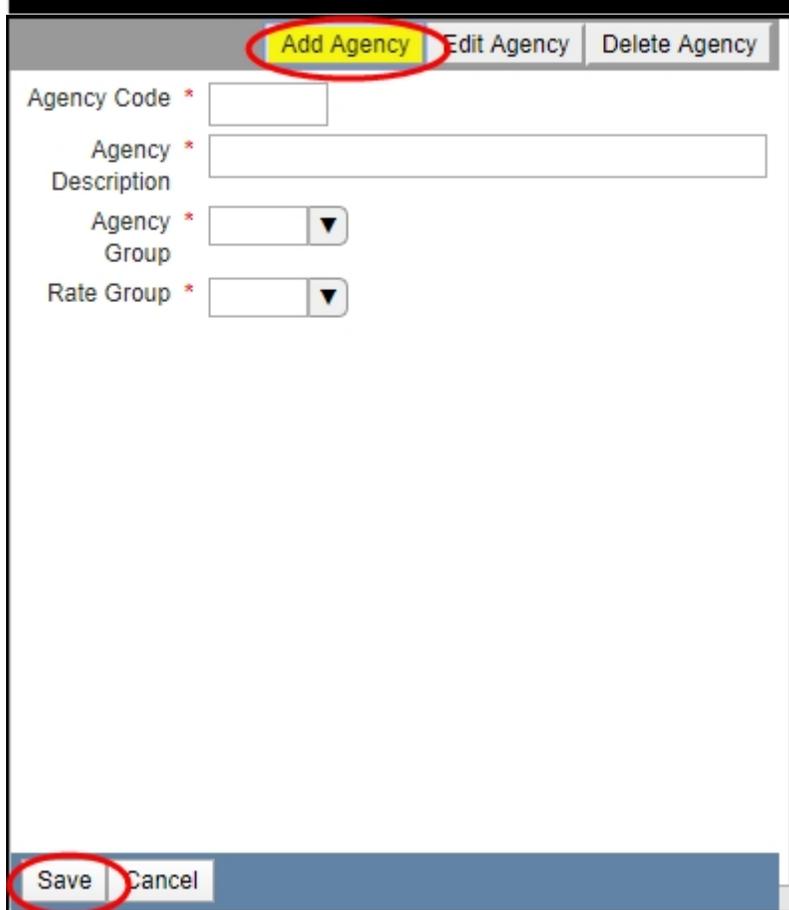
Agency Code ↑	Description	Rate Group
AK	ALASKA	ST
AL	ALABAMA	ST
AMD	AVIATION MANAGEMENT ...	FED

**NOTE: Non-Standard Reference data cannot duplicate a Standard Reference Data item. If a user enters a code that duplicates Standard Reference Data, the user will receive a message that the data they are trying to enter will not be saved.**

## Agencies

### Add a Non-Standard Agency

1. Select an Incident (or continue adding information to an incident that is already selected).
2. Select the **Reference Data** tab and then select the **Agencies** tab.
3. The screen will default to **Add Agency**.
4. Enter the **Agency Code** (limit of 4 characters).
5. Enter a **Description** of the Agency.
6. Select the appropriate **Agency Group** from the drop down list.
7. Select the appropriate **Rate Group** from the drop down list.
8. Click the **Save** button.



The screenshot shows a web form for adding a new agency. At the top, there are three buttons: 'Add Agency' (highlighted in yellow), 'Edit Agency', and 'Delete Agency'. The form contains the following fields:

- Agency Code \*
- Agency \*
- Description
- Agency \*  ▼
- Group
- Rate Group \*  ▼

At the bottom of the form, there are two buttons: 'Save' (circled in red) and 'Cancel'.

## Edit a Non-Standard Agency

1. Highlight an Agency in the grid to edit.
2. Click the **Edit Agency** button.
3. Edit the information as needed.
4. Click the **Save** button.



# Incidents

The screenshot displays the 'Agencies' management screen in the e-ISuite application. At the top, there are tabs for 'Agencies', 'Unit IDs', 'Jetports', and 'Item Codes'. Below the tabs, there are checkboxes for 'Standard' and 'Non-Standard'. The main area is divided into a table and a form. The table has columns for 'Code', 'Description', 'Rate Group', and 'Agency Group'. The 'TEST AGENCY' row is highlighted in yellow. The form on the right contains fields for 'Agency Code \*', 'Agency Description', 'Agency Group', and 'Rate Group \*'. The 'Edit Agency' button is circled in red, and a red arrow points from it to the 'TEST AGENCY' row in the table.

Code	Description	Rate Group	Agency Group
	PENNSYLVANIA	ST	S
	PUERTO RICO	ST	S
	PRIVATE & CONTRACTORS	CONT	O
	RHODE ISLAND	ST	S
	RURAL AND/OR COUNTY	ST	O
	SOUTH CAROLINA	ST	S
	SOUTH DAKOTA	ST	S
	TENNESSEE	ST	S
	NATIVE AMERICAN TRIBES	FED	F
	TEST AGENCY	FED	F
	TENNESSEE VALLEY AUT...	ST	S
	TEXAS	ST	S
	US Forest Service	FED	F
	US GEOLOGICAL SURVEY	FED	F

## Delete a Non-Standard Agency

1. Highlight an Agency in the grid to delete. Only one code can be deleted at a time.
2. Click the **Delete Agency** button.
3. When the Confirmation message displays, click **Yes** to delete the Non-Standard Agency.
4. Click the **Save** button.

If a Non-Standard Agency is being used at an incident, the Agency cannot be deleted. The user will receive a notification that the code is in use.



# Incidents

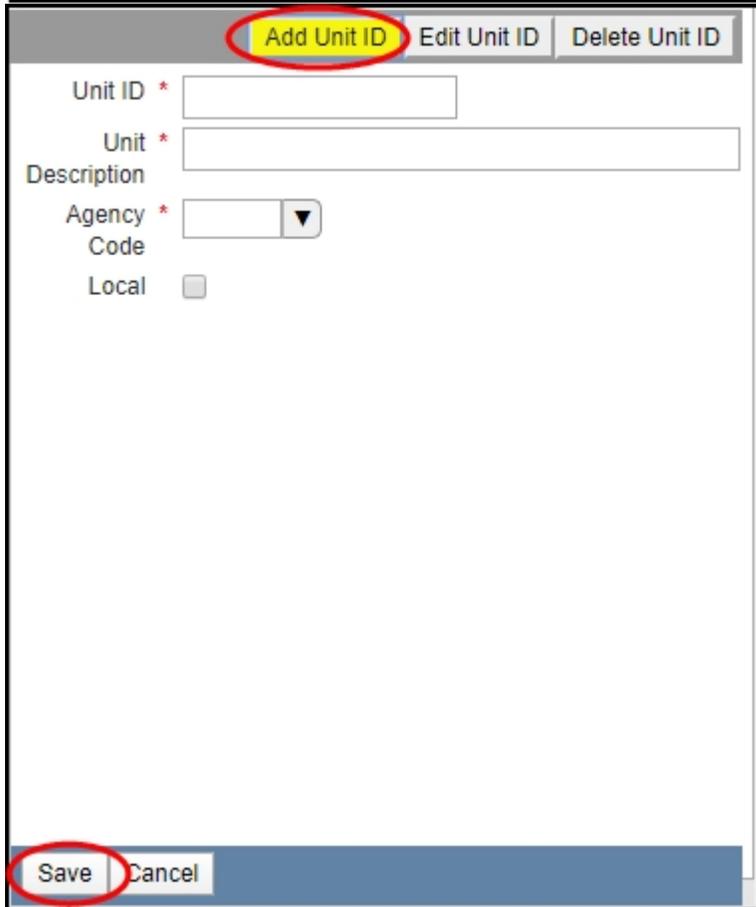
The screenshot displays the 'Agencies' management screen in the e-ISuite application. At the top, there are tabs for 'Agencies', 'Unit IDs', 'Jetports', and 'Item Codes'. Below the tabs, there are checkboxes for 'Standard' and 'Non-Standard'. The main area is divided into a table on the left and a form on the right. The table has columns for 'Code', 'Description', 'Rate Group', and 'Agency Group'. The 'TEST AGENCY' row is highlighted in yellow. The form on the right contains fields for 'Agency Code' (TST), 'Agency Description' (TEST AGENCY), 'Agency Group' (F), and 'Rate Group' (FED). The 'Delete Agency' button is circled in red, and an arrow points to the 'TEST AGENCY' row in the table. At the bottom, there are 'Save' and 'Cancel' buttons.

Code	Description	Rate Group	Agency Group
	PENNSYLVANIA	ST	S
	PUERTO RICO	ST	S
	PRIVATE & CONTRACTORS	CONT	O
	RHODE ISLAND	ST	S
	RURAL AND/OR COUNTY	ST	O
	SOUTH CAROLINA	ST	S
	SOUTH DAKOTA	ST	S
	TENNESSEE	ST	S
	NATIVE AMERICAN TRIBES	FED	F
	TEST AGENCY	FED	F
	TENNESSEE VALLEY AUT...	ST	S
	TEXAS	ST	S
	US Forest Service	FED	F
	US GEOLOGICAL SURVEY	FED	F

## Unit ID's

### Add a Non-Standard Unit ID

1. Select an Incident (or continue adding information to an incident that is already selected).
2. Click the **Unit ID** button.
3. The screen will default to **Add Unit ID**.
4. Enter the **Unit ID**.
5. Enter a **Description**.
6. Select the **Agency Code** from the drop down list.
7. If this is a local Unit ID, click the **Local** checkbox to display a check mark.



The screenshot shows a web form for adding a unit ID. At the top, there are three buttons: 'Add Unit ID' (highlighted with a red circle), 'Edit Unit ID', and 'Delete Unit ID'. Below these are several input fields: 'Unit ID \*' (a text box), 'Unit \*' (a text box), 'Description' (a text box), 'Agency \*' (a dropdown menu), 'Code' (a text box), and 'Local' (a checkbox). At the bottom of the form, there are two buttons: 'Save' (highlighted with a red circle) and 'Cancel'.

## Edit a Non-Standard Unit ID

1. Highlight a Unit ID in the grid to edit.
2. Click the **Edit Unit ID** button.
3. Edit the desired information.
4. Click the **Save** button.



# Incidents

The screenshot shows the e-ISuite Incidents interface. At the top right, there are three buttons: 'Add Unit ID', 'Edit Unit ID' (circled in red), and 'Delete Unit ID'. Below these is a grid with columns for Unit ID, Description, Agency Code, and Local. The row for 'CA-1TNF' is highlighted in yellow. A red arrow points from the 'Edit Unit ID' button to this row. To the right of the grid is a detail panel for the selected unit, showing fields for Unit ID (CA-1TNF), Unit Description (TAHOE NATIONAL FOREST), Agency Code (FED), and Local (unchecked). At the bottom of the grid are 'Save' and 'Cancel' buttons.

Unit ID	Description	Agency Code	Local
CA-1NAS	AMES RESEARCH CENTER, NA...	FED	
CA-1TNF	TAHOE NATIONAL FOREST	FED	
CA-ABL	ARROWBEAR LAKE FIRE DEPA...	CA	
CA-ABR	AUBURN CITY FIRE DEPARTME...	CNTY	
CA-ACF	ALAMEDA COUNTY FIRE DEPA...	CA	
CA-ACP	ALPINE FIRE PROTECTION DEP...	CITY	
CA-ACY	AMERICAN CANYON FIRE PRO...	CITY	
CA-ADI	ADIN FIRE PROTECTION DISTR...	RUR	
CA-ADL	ADELANTO FIRE DEPARTMENT	OES	
CA-ADP	ALDERPOINT VOLUNTEER FIRE...	CNTY	
CA-ADR	ANTIOCH DUNES NATIONAL WI...	FWS	
CA-AEU	AMADOR-EL DORADO UNIT - CDF	CA	
CA-AFD	ANDERSON FIRE PROTECTION...	RUR	

## Delete a Non-Standard Unit ID

1. Highlight a Unit ID in the grid to delete.
2. Click the **Delete Unit ID** button. Only one Unit ID can be deleted at a time.
3. When the Confirmation message displays, click **Yes** or **No** to delete the Non-Standard Unit ID.
4. Click the **Save** button.

If the Non-Standard Unit ID is being used at an incident, the Unit ID cannot be deleted. The user will receive a notification that the Unit ID is in use.



# Incidents

Unit ID	Description	Agency Code	Local
CA-1NAS	AMES RESEARCH CENTER, NA...	FED	
CA-1TNF	TAHOE NATIONAL FOREST	FED	
CA-ABL	ARROWBEAR LAKE FIRE DEPA...	CA	
CA-ABR	AUBURN CITY FIRE DEPARTME...	CNTY	
CA-ACF	ALAMEDA COUNTY FIRE DEPA...	CA	
CA-ACP	ALPINE FIRE PROTECTION DEP...	CITY	
CA-ACY	AMERICAN CANYON FIRE PRO...	CITY	
CA-ADI	ADIN FIRE PROTECTION DISTR...	RUR	
CA-ADL	ADELANTO FIRE DEPARTMENT	OES	
CA-ADP	ALDERPOINT VOLUNTEER FIRE...	CNTY	
CA-ADR	ANTIOCH DUNES NATIONAL WI...	FWS	
CA-AEU	AMADOR-EL DORADO UNIT - CDF	CA	
CA-AFD	ANDERSON FIRE PROTECTION...	RUR	

Unit ID \* CA-1TNF  
Unit \* TAHOE NATIONAL FOREST  
Description  
Agency Code \* FED  
Local

Save Cancel

## Jetports

### Add a Non-Standard Jetport

1. Select an Incident (or continue adding information to an incident that is already selected).
2. Click the **Jetport** button.
3. The screen will default to **Add Jetport**.
4. Enter the **Jetport Code**.
5. Enter a **Description**.
6. Select the **State** in which the jetport is located from the drop-down list.
7. Click the **Save** button.



Form fields and buttons:

- Buttons: Add Jetport, Edit Jetport, Delete Jetport
- Fields: Jetport \* Code, Description \*, State \*
- Bottom buttons: Save, Cancel

## Edit a Non-Standard Jetport

1. Highlight a Jetport in the grid to edit.
2. Click the **Edit Jetport** button.
3. Edit the desired information.
4. Click the **Save** button.



# Incidents

Jetport Code	Description	State Code
000	TEST JETPORT	CA
00C	ANIMAS AIR PARK	CO
00F	BROADUS	MT
00M	THIGPEN FIELD	MS
00N	BUCKS	NJ
00NC	NORTH RALEIGH	NC
00V	MEADOW LAKE	CO
01B	WOODSTOCK	CT
01G	PERRY-WARSAW	NY
01I	AUGUST ACRES	OH
01M	TISHOMINGO COUNTY	MS
01V	AURORA AIRPARK	CO
02A	GRAGG-WADE FIELD	AL

Buttons: Add Jetport, **Edit Jetport**, Delete Jetport

Form fields: Jetport Code: 000, Description: TEST JETPORT, State: CA

Buttons: Save, Cancel

## Delete a Non-Standard Jetport

1. Highlight a Jetport in the grid to delete.
2. Click the **Delete Jetport** button. Only one Jetport can be deleted at a time.
3. When the confirmation message displays, click **Yes** to delete the Non-Standard Jetport.
4. Click the **Save** button.

If the Non-Standard Jetport is being used at an incident, the Jetport cannot be deleted. The user will receive a notification that the Jetport is in use.



# Incidents

Jetport Code	Description	State Code
000	TEST JETPORT	CA
00C	ANIMAS AIR PARK	CO
00F	BROADUS	MT
00M	THIGPEN FIELD	MS
00N	BUCKS	NJ
00NC	NORTH RALEIGH	NC
00V	MEADOW LAKE	CO
01B	WOODSTOCK	CT
01G	PERRY-WARSAW	NY
01I	AUGUST ACRES	OH
01M	TISHOMINGO COUNTY	MS
01V	AURORA AIRPARK	CO
02A	GRAGG-WADE FIELD	AL

Jetport Code: 000  
Description: TEST JETPORT  
State: CA

Buttons: Add Jetport, Edit Jetport, Delete Jetport (circled in red), Save, Cancel

## Item Code

### Add a Non-Standard Item Code

**NOTE:** Non-Standard Item Codes cannot be duplicated within a single incident. An Incident within an Incident Group can have duplicate Non-Standard Item Codes. This occurs when single incidents already have a Non-Standard Item Code that is the same as another incident, then those incidents are combined in an Incident Group. The duplicates will remain in the Incident Group because they originated from different incidents.

Example of Non-Standard Item Codes:

- Incident #1 has Item Code ABCD - animal counter
- Incident #2 has Item Code ABCD - bird counter
- These 2 incidents are combined in an Incident Group. Each Item Code remains within its incident.
- No additional Item Code ABCD can be added to either of these incidents.
- Incident #3 is added to this Incident Group. Incident #3 can add Item Code ABCD - fish counter because it relates only to Incident #3.

**NOTE:** Item Code data impacts several ICS 209 and Finance calculations.

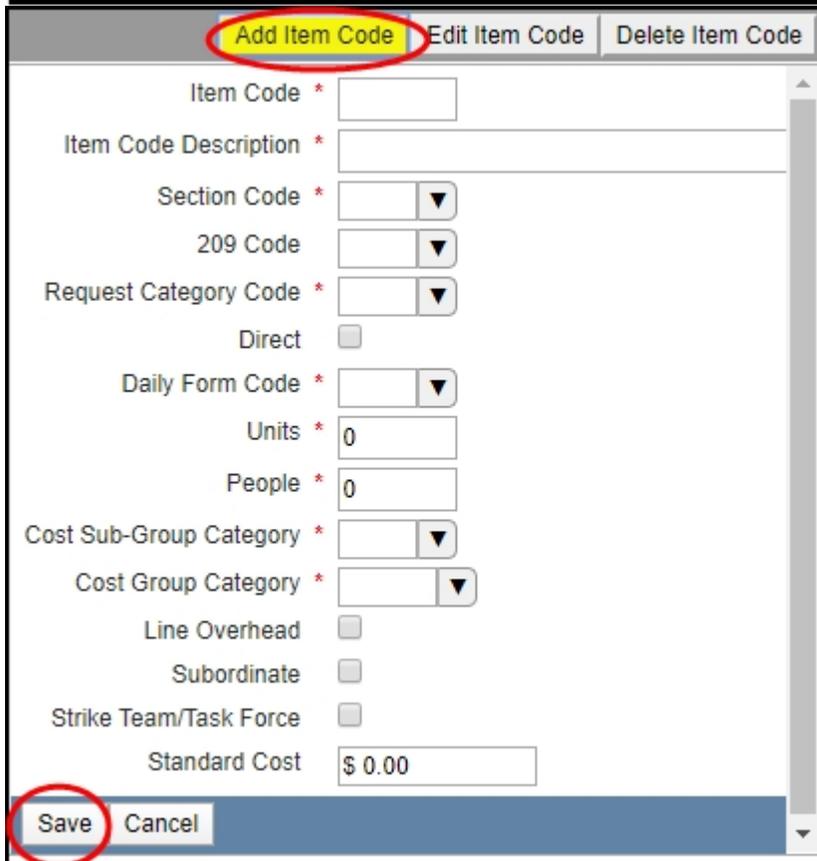
1. Select an Incident (or continue adding information to an incident that is already selected).



# Incidents

2. Click the **Item Code** button.
3. The screen will default to **Add Item Code**.
4. Enter the **Item Code**.
5. Enter a **Description** of the Item Code.
6. Select the appropriate **Section Code** from the drop-down list.
7. Select the appropriate **209 Code** from the drop-down list. If this field is left blank, it will be marked as NR (Non-Reportable) and will not be included in the 209 Report.
8. Select the appropriate **Request Category Code** from the drop-down list.
9. If this Item Code is involved in Direct suppression activities, check the **Direct** checkbox, otherwise leave the checkbox blank.
10. Select the appropriate **Daily Form Code** from the drop-down list. This code allows the proper Daily Cost screen view to display - Aircraft or All Others.
11. Enter the number of **Units**.
12. Enter the number of **People** associated with this Item Code.
13. Select a **Cost Sub-Group Category** from the drop down list.
14. Select the **Cost Group Category** from the drop down list.
15. Check the **Line Overhead** box if appropriate.
16. Check the **Subordinate** box if this Item Code is a subordinate to another Item Code.
17. Check the **Strike Team/Task Force** box if this Item Code is a Strike Team or Task Force.
18. Enter a **Standard Cost**.
19. Click the **Save** button.

**NOTE:** After adding an Item Code, add a cost rate to the Item Code on the Cost Rates screen. If the user does not add a rate to the Item Code, the rate will default to 0.00.



Item Code \*

Item Code Description \*

Section Code \*  ▼

209 Code  ▼

Request Category Code \*  ▼

Direct

Daily Form Code \*  ▼

Units \*

People \*

Cost Sub-Group Category \*  ▼

Cost Group Category \*  ▼

Line Overhead

Subordinate

Strike Team/Task Force

Standard Cost

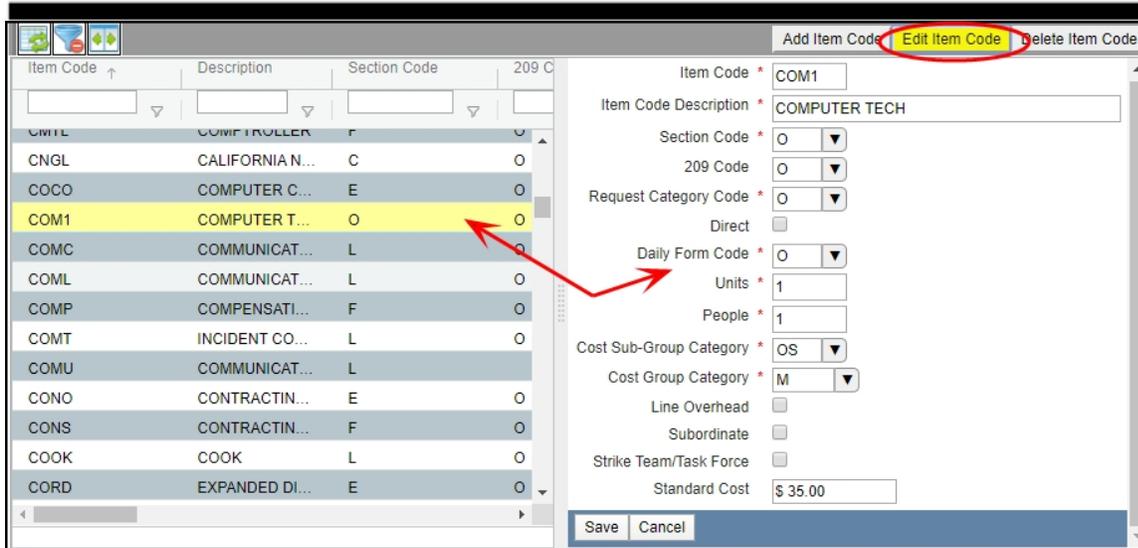
Save Cancel

## Edit a Non-Standard Item Code

1. Highlight an Item Code in the grid to edit.
2. Click the **Edit Item Code** button.
3. Edit the information as needed.
4. Click the **Save** button.



# Incidents



## Delete a Non-Standard Item Code

1. Highlight an Item Code in the grid to delete. Only one code may be deleted at a time.
2. Click the **Delete Item Code** button.
3. When the confirmation message displays, click **Yes** to delete the Non-Standard Item Code.
4. Click the **Save** button.

If a Non-Standard Item Code is being used at an incident, the Item Code cannot be deleted. The user will receive a notification that the Item Code is in use.



# Incidents

Incidents Management System Interface

Buttons: Add Item Code | Edit Item Code | **Delete Item Code**

Item Code	Description	Section Code	209 Code
CWTL	CONTROLLER	F	O
CNGL	CALIFORNIA...	C	O
COCO	COMPUTER C...	E	O
COM1	COMPUTER T...	O	O
COMC	COMMUNICAT...	L	O
COML	COMMUNICAT...	L	O
COMP	COMPENSATI...	F	O
COMT	INCIDENT CO...	L	O
COMU	COMMUNICAT...	L	O
CONO	CONTRACTIN...	E	O
CONS	CONTRACTIN...	F	O
COOK	COOK	L	O
CORD	EXPANDED DI...	E	O

Item Code: COM1  
Item Code Description: COMPUTER TECH  
Section Code: O  
209 Code: O  
Request Category Code: O  
Direct:   
Daily Form Code: O  
Units: 1  
People: 1  
Cost Sub-Group Category: OS  
Cost Group Category: M  
Line Overhead:   
Subordinate:   
Strike Team/Task Force:   
Standard Cost: \$ 35.00

Buttons: Save | Cancel



# Incidents

## Incident Groups Overview

An Incident Group allows multiple Incidents to be grouped together in Enterprise in order to manage those Incidents as if they were a single Incident. Creating an Incident Group allows a user to share data between the different incidents for resources (e.g., posting time to an accounting code for an incident to which the resource is not assigned). These multiple incidents can be managed quickly and easily from a single point of reference.

When an Incident Group is selected, the user can either choose to manage the incidents separately or manage them as a group. To manage the incidents as a group, check the **Manage as Group** checkbox (upper right hand corner). This will provide a "flattened" view of all resources assigned to all incidents within the Group. To manage the incidents separately, uncheck the **Manage as Group** checkbox and select an incident from the drop-down list that displays next to the Manage as Group checkbox. This will cause the system to display only the resources assigned to the selected incident.

When **Manage as Group** checkbox is selected, the following will occur within the system:

- A **Select Incident** field is added to the Common Data area when adding or editing a resource. This field allows the user to select the incident to which the resource is assigned.
- The accounting codes for all incidents in the Incident Group will display in the **Accounting Codes** drop-down list in both the Common Data area and the Time Posting area.
- All resources for all of the incidents in the Incident Group will display in all resource lists.

**NOTE:** Only those users with User Accounts in the **Users Assigned to Group** list can select the Incident Group in Enterprise.

The following buttons allow a Data Steward to manage Incident Groups:

- [Add Incident Group](#)
- [Edit Incident/Incident Group](#)
- [Delete Incident/Incident Group](#)

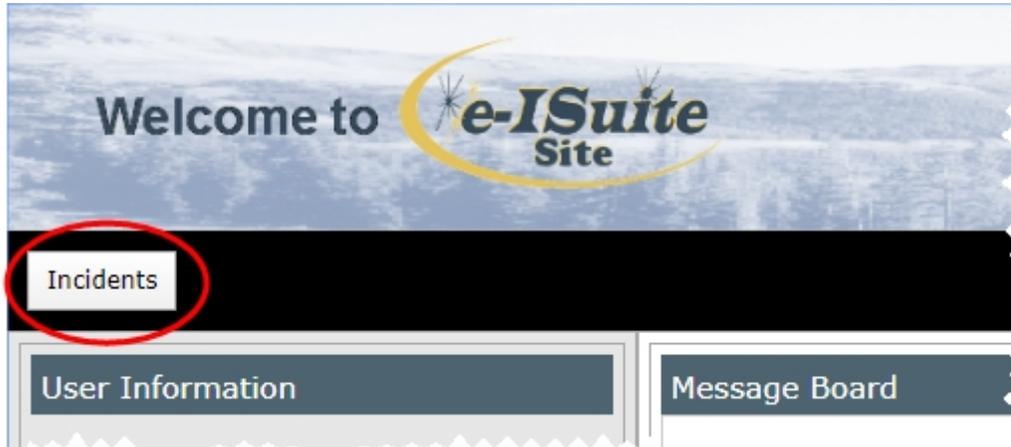


# Incidents

## Add Incident Groups

Follow the steps in this section to add an Incident Group to Enterprise:

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



2. Select the **Add Incident Group** button.



3. The Incident Group Info screen will display.
4. Enter a **Group Name** for the Incident Group.
5. Click the **Incidents in Group** tab, click the **Add Incident** button.



# Incidents

[Add Incident](#) [Add Incident Group](#) [Edit Incident/Incident Group](#) [Delete Incident/Incident Group](#) [IROC Import](#) [Financial Export](#) [Data Transfer](#)

**Incident Group Info**

Group Name

**Incidents in Group** **Users assigned to Group**

[Add Incident](#) [Remove Incident](#)

Incident # ↑	Incident Name	Event Type	Start Date	Jurisdiction
<input type="text"/>				

No Rows To Show

6. Select the Incidents to include in the Incident Group.



# Incidents

**Add Incident(s) to Incident Group**

NOTE: Locked Incidents will not display and are not available to be added to a group.

**Step 1: Select Incidents to add to the Incident Group.**

Incident #	Incident Name	Event Type	Jurisdiction	Start Date
<input type="text"/>				
US-VA-VAS-000153	2016WR0125 FAIRVIEW	FIRE - WILDFIRE	USFS	11/11/2016
US-OR-LAD-000238	ANA	FIRE - WILDFIRE	BLM	07/08/2017
US-WA-ABDN-78789...	ANT HILL	FIRE - WILDFIRE	BLM	04/01/2020
US-WA-ABDN-888888	APOTOMA RIDGE	FIRE - WILDFIRE	WA	04/01/2020
US-WA-ABDN-878797	APPLE VALLEY	FIRE - WILDFIRE	USFS	04/01/2020
US-CA-SQF-177745	ASPEN	FIRE - WILDFIRE	USFS	03/21/2017
US-CA-SQF-160475	AZ FIRE 476	FIRE - WILDFIRE	USFS	09/06/2016
US-ME-ACP-389238	BANGOR2016	FIRE - WILDFIRE	USFS	09/01/2016
US-CA-MMU-013022	BEN	FIRE - WILDFIRE	USFS	06/28/2017
US-WA-SES-000653	BLUE CREEK	FIRE - WILDFIRE	WA	07/19/2015
US-WA-ABDN-123456	BLUE FOREST	FIRE - WILDFIRE	USFS	04/01/2018
US-CA-BDF-010468	BLUECUT	FIRE - WILDFIRE	USFS	08/16/2016
US-CA-BDF-010468	BLUECUT	FIRE - WILDFIRE	USFS	08/16/2016

7. Click the **Next** button.
8. Select the **Primary Incident** for the Incident Group. The Primary Incident settings will be used on all other incidents in the group.



# Incidents

### Add Incident(s) to Incident Group

NOTE: Locked Incidents will not display and are not available to be added to a group.

**Step 2: Select the Primary Incident for the Incident Group.**  
The system will use the Primary Incidents settings for the Incident Group.  
All Incidents in the Incident Group will also use these same settings.

Incident #	Incident Name
US-WA-ABDN-123456	BLUE FOREST
US-WA-ABDN-78789877	ANT HILL
US-WA-ABDN-888888	APOTOMA RIDGE

Next Close

9. Click the **Next** button.

10. Review the **Non-Standard Reference Data Conflicts**.

NOTE: When adding two or more incidents to a group, it is possible there will be conflicting information in the Non-Standard Reference Data. These conflicts will be identified on the Non-Standard Reference Data report. If there are duplicate Non-Standard Codes, the system will display both codes in all lists that include the Non-Standard Codes. For example if the Valley incident has a Comp1 code that is defined as Laptop and the Rocky Mountain Incident has a Comp1 code that is defined as Compresses, the system would display both codes, with the description next to the codes. The user can either cancel the process of adding incidents to the incident group and fix the issues or continue with the process and fix the issues after the incidents are added to the incident group.

11. To preview and then print the conflict report, select the **Preview/Print Conflict Report** button.



# Incidents

### Add Incident(s) to Incident Group

NOTE: Locked Incidents will not display and are not available to be added to a group.

**Step 3: Review Non-Standard Reference Data Conflicts.**  
The information below lists out the duplicate Non-Standard Reference Data defined for the Incident Group.  
Click Next to continue with the Incident Group save process.

There are no Non-Standard Agency duplicate conflicts.

There are no Non-Standard Unit Code duplicate conflicts.

There are no Non-Standard JetPort duplicate conflicts.

The Non-Standard Item Code duplicate conflicts are:  
COM1 LAPTOPS ANT HILL  
COM1 COMPRESSES APOTOMA RIDGE

[Preview/Print Conflict Report](#) [Next](#) [Close](#)

12. Click the **Next** button to add the incidents to the Incident Group. The incidents will display in the Incidents in Group grid.
13. Click the **Save** button on the Incident Group Info tab to save the Incident Group.

## Assigning Users to the Incident Group

1. To assign users to an Incident Group, select the Incident Group from the Incident grid.
2. Select the **Users assigned to Group** tab.



# Incidents

**Incident Group Info**

Group Name \* REDLINE GROUP

**Incidents in Group** **Users assigned to Group**

**Add Users** Add Users from Group Remove User

User Name +	First Name	Last Name	Unit ID
jdoe	JOHN	DOE	UT-UWF

Save Cancel

3. Click the **Add Users** button to add individual users to the Incident Group from the Add User(s) to Incident Group screen.
4. Select one or more User Accounts to add to the Incident group list.
5. Click the **Add** button.
6. Once all users have been added, click the Close button to close the window.
7. Click **Save** to save the changes.





# Incidents

Add User Group Users to Incident Group Access List

Group Name

USER GROUP 1

USER GROUP 2

Add User(s) Close

7. When you have finished adding user groups, click the **Close** button. All user accounts in the selected User Group(s) will display in the **Users assigned to Group** list.
8. Click the **Save** button.



# Incidents

Incident Group Info

Group Name \* REDLINE GROUP

Incidents in Group Users assigned to Group

Add Users **Add Users from Group** Remove User

User Name	First Name	Last Name	Unit ID
jdoe	JOHN	DOE	UT-USO
jdoe1	JOHN	DOE	CA-TNF
jdoe2	JOHN	DOE	TX-TXS
jdoe3	JOHN	DOE	UT-UWF

Save Cancel

## Remove Users from an Incident Group

1. Highlight the user(s) to remove from the grid list.
2. Click **Remove Users**.
3. Users are removed from the list.

### Notes on Incident Groups:

- The same incident cannot be added to multiple incident groups.
- Only user accounts in the incident group User Access list can access the incident group and incidents within the group.
- When an incident is added to the incident group, the user access list for the individual incident is no longer valid and will be overwritten by the access list for the incident group. Users from the Incident will automatically be added to the access list for the incident group.
- When an incident is removed from an incident group, that incident remains in the system as an individual incident. It is no longer part of the incident group.
- An incident can only be removed from the incident group if that incident has no cross-over data with the other incidents in the incident group (e.g., time



# Incidents

postings to an accounting code for another incident in the group).

- When an incident is removed from an incident group, the user access list for the removed incident is the same as for the incident group. Once removed, the access list can be edited for that incident.
- Settings for all incident financial documents (e.g., reports, non-standard reference data, etc.) are appended to the group.
- Only Non-Privileged Users can be added to Incident Groups.
- When a new Incident Group is created, one of the incidents in the new group must be identified as the Primary Incident:
  - A Primary Incident must be selected when a group of incidents is saved as an incident group.
  - Settings menus for several functions (Check-In, Demob, etc.) can only be set for single incidents, therefore in an incident group - one incident must be selected as the Primary Incident. The Primary Incident settings will be used on all other incidents in the group.
  - To remove a Primary Incident from the group, all other incidents in the incident group must first be removed. The group will, in essence, be de-grouped.
  - The integrity of any data used in the IAP program forms for any incident in an incident group will be maintained if any of the group incidents are removed.
- If there are Non-Standard Reference Data conflicts with an incident that is added to an incident group, a screen will display that lists all the Non-Standard Reference Data Conflicts. Print a conflict report or save the report prior to resolving all conflicts.
- Once an incident group is created, the name of the Incident Group will display in the top right-hand corner of the screen. When the group is being managed as one, the **Manage as Group** checkbox will be checked. When Manage as Group is checked, all resources for all incidents in the group will display in the resources grid.
- When a user checks the **Manage as Group** checkbox, the system adds a field to the Common Data area that allows the user to assign a specific Incident to the Resource.

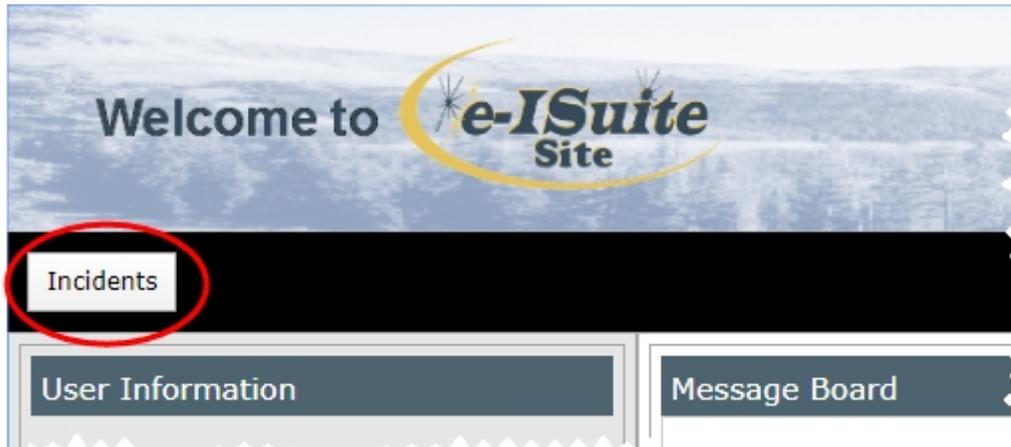


# Incidents

## Editing Incident Groups

Follow the steps in this section to edit an Incident Group in Enterprise:

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



2. Select the Incident Group to edit.
3. Select the **Edit Incident/Incident Group** button.

**NOTE:** To see the incidents in an Incident Group, click on the arrow next to the Incident Group name in the Incident grid. This will open a tree view of the incidents.

**NOTE:** If the user selects an incident in the incident group and clicks the **Edit Incident/Incident Group** button, the system will open the Edit Incident screen, rather than the Edit incident Group screen. The user must have the actual group selected to edit the group.

4. Edit the **Incident Group Name**, as needed.
5. Add Incidents to the Incident Group by clicking on the **Incidents in Group** tab.
6. Click the **Add Incident** button.
7. Follow the prompts in the wizard to select the incident(s) to add.

**NOTE:** The ability to remove incidents from an Incident Group is currently not available.



# Incidents

8. Select the **Users assigned to Group** tab to make changes to the users who currently have access to the Incident Group. For more information on managing users for the Incident Group, refer to "Assigning Users to the Incident Group" on page 50.
9. Click the **Save** button to save any changes made to the incident group.

The screenshot shows the e-ISuite Incident Group management interface. The left sidebar lists incident groups, with 'ALANTOWN' selected. The main area displays the 'Users assigned to Group' tab for the 'ALANTOWN' group, showing a table of incidents with columns for Incident #, Incident Name, Event Type, Start Date, and Jurisdiction. A red arrow points from the 'ALANTOWN' group in the left list to the 'Users assigned to Group' tab in the main area.

Incident #	Incident Name	Event Type	Start Date	Jurisdiction
US-MT-BFA-005092	WOLVERINE	FIRE - WILDFIRE	08/16/2017	USFS
US-OR-500S-389283	ALANTOWN	FIRE - WILDFIRE	02/20/2017	USFS
US-WA-ABDN-23748291	PINK FOREST	FIRE - WILDFIRE	04/01/2018	USFS
US-WA-ABDN-3847823749	JACKRABBIT	FIRE - WILDFIRE	08/17/2017	USFS

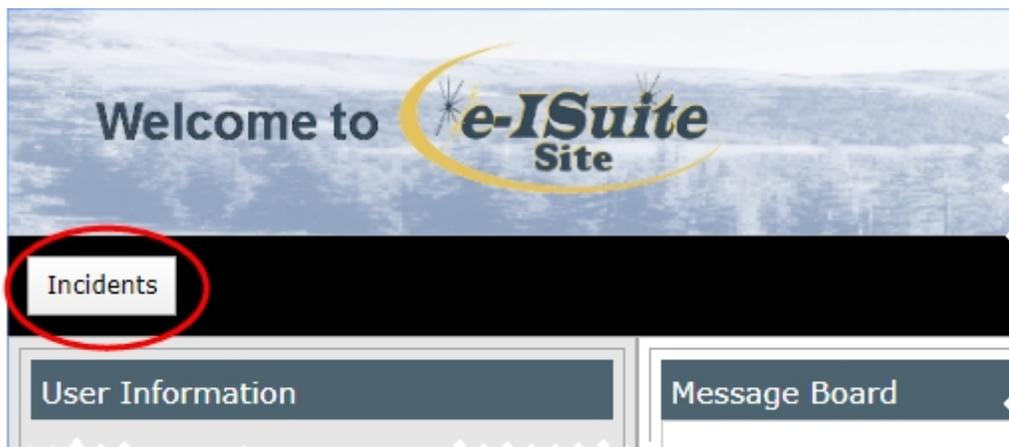
## Deleting Incident Groups

Follow the steps in this section to delete an Incident Group in Enterprise:

NOTE: A user must first remove all incidents from the incident group prior to deleting the incident group. Incidents can only be removed from the incident group if that incident has no cross-over data (e.g., time postings to an accounting code for another incident in the group). If there is cross-over data, the system will not allow the user to remove the incident from the group.

NOTE: When an Incident Group is deleted, only the group is deleted, the incidents that had been included in the group will remain unchanged in the system.

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



2. Select the Incident Group to delete.
3. Click the **Edit Incident/Incident Group** button
4. On the **Incidents in Group** tab, remove all incidents from the incident group by highlighting an incident and clicking the **Remove** button. Only one incident can be removed at a time.
5. After all of the incidents are removed from the incident group, click the **Delete Incident/Incident Group** button.
6. A confirmation message will display.
7. Click **Yes** to delete the Incident Group.



# Incidents

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## Confirm Delete

Do you really want to remove the Incident Group?

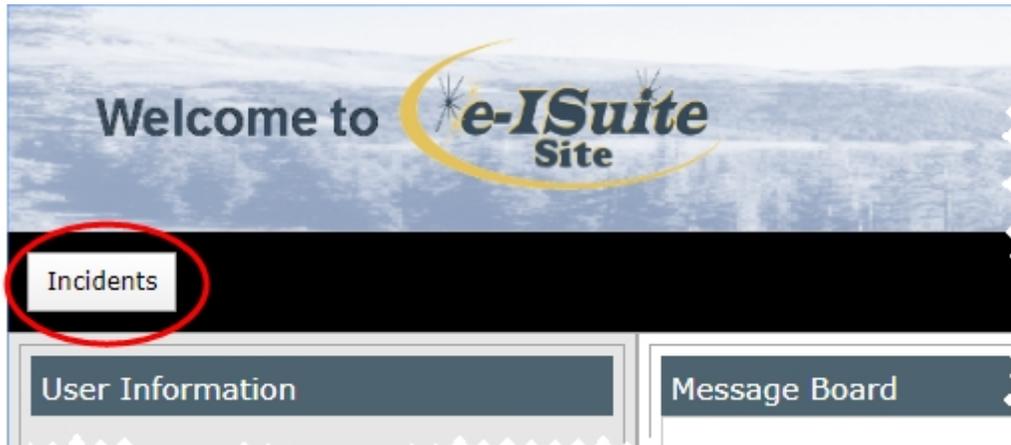
Yes

No

## View/Hide Incidents

Follow the steps in this section to View/Hide Incidents in Enterprise:

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



2. The Incidents grid will display.
3. Under the Incidents button on the toolbar click the **Customize Data View** icon.



4. The Customize User Data window displays.



# Incidents

**Customize User Data**

**Customize User Incident/Group Data.**

To customize the Incidents and Incident Groups that display in your view, hide the items by moving them to the Excluded list and click Save.

Included List		Excluded List	
Incident/Group Name ↑	Incident #	Incident/Group Name	Incident #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AARDVARK	US-ID-BOD-000306	2016WR0125 FAIRVIEW	US-VA-VAS-000153
ALANTOWN		AZ FIRE 476	US-CA-SQF-160475
ALMOSA	US-MO-BCYX-089888	BANGOR2016	US-ME-ACP-389238
ANA	US-OR-LAD-000238		
ANT HILL	US-WA-ABDN-7878...		
APOTOMA RIDGE	US-WA-ABDN-8888...		
APPLE ROCK			
APPLE VALLEY	US-WA-ABDN-8787...		
ASPEN	US-CA-SQF-177745		
BEARLAKE			

**NOTE:** Incidents that will display on the Incidents screen are listed in the Included List grid.

5. To hide an Incident:
  - a. Select an incident in the Incidents List.
  - b. Click the > button to move the incident to the Excluded list.
  - c. Click the **Save** button.
6. To display a hidden incident:
  - a. Select an incident in the Excluded List.
  - b. Click the < button to move the incident to the Incidents List.
  - c. Click the **Save** button.

## Financial Export

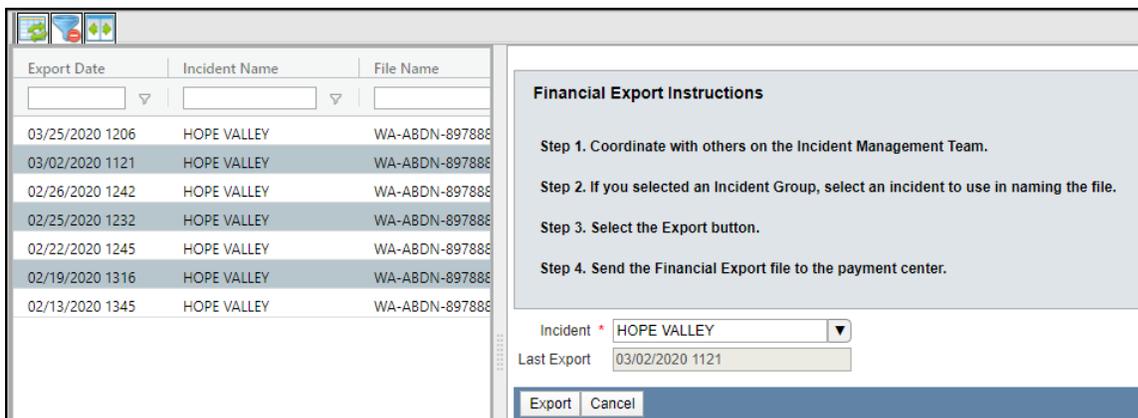
This topic contains information about exporting Financial Data from the e-ISuite system. Follow the steps in this section to create a Financial Export file that includes payment and cost accrual information.

### Create a Financial Export File

1. From the Home page click the **Incidents** button.
2. Select an Incident or Incident Group.
3. Select the **Financial Export** button on the Incidents page.
4. If an Incident Group is selected, select an **Incident** from the drop-down list to name the Financial Export file.
5. Click the **Export** button.
6. When the **Warning** message displays, read the message and click the **Yes** button to continue.
7. In the browser window that opens, navigate to the directory where the export file will be saved.

**NOTE:** If the browser window does not open, the system will automatically save the file to the Downloads folder on your computer.

8. Click the **Save** button on the browser window to complete the Export process.



Export Date	Incident Name	File Name
03/25/2020 1206	HOPE VALLEY	WA-ABDN-897888
03/02/2020 1121	HOPE VALLEY	WA-ABDN-897888
02/26/2020 1242	HOPE VALLEY	WA-ABDN-897888
02/25/2020 1232	HOPE VALLEY	WA-ABDN-897888
02/22/2020 1245	HOPE VALLEY	WA-ABDN-897888
02/19/2020 1316	HOPE VALLEY	WA-ABDN-897888
02/13/2020 1345	HOPE VALLEY	WA-ABDN-897888

**Financial Export Instructions**

Step 1. Coordinate with others on the Incident Management Team.

Step 2. If you selected an Incident Group, select an incident to use in naming the file.

Step 3. Select the Export button.

Step 4. Send the Financial Export file to the payment center.

Incident \* HOPE VALLEY

Last Export 03/02/2020 1121

Export Cancel



# Incidents

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## TIPS

- Only one financial export file can be created per calendar day.
- When creating a financial export, all data for all incidents in an Incident Group/Site Database will be included regardless of what incident is selected during the Financial Export file creation process. Selecting an Incident only names the Financial Export file.
- To access the data repository, the user must have a valid NAP User Name and Password.

## Uploading a Financial Export File

1. Open an Internet browser.
2. In the **Address** bar, enter **http://famit.nwccg.gov/applications/eISuite**.
3. On the e-ISuite website, click the **Data Repository** button.
4. On the **Login** page, type the **NAP User Name** and **NAP Password**, and then click **OK**.
5. On the **Data Repository page**, select the file to upload by clicking to **Browse** button next to the File box.
6. To upload the file, click the **Upload** button.



# Incidents

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