Common access for all roles

- Login to e-ISuite
- Change own user account password in Site Only – Enterprise passwords are managed through the NESS Application Portal (NAP)

Account Manager

**Enterprise**

- Auditing
- Add User Accounts from NAP – Privileged and Non-Privileged
- Remove a User Account from Enterprise – this does not affect the NAP account
  - Manage User Account Roles – add, remove roles
- User Sessions – View logged in users; disconnect logged in users

**Site**

- Create a new database
- Edit Database
- Copy Database
- Backup a remote Site database
  - Manual
  - Automatic
- Restore a remote Site database
- Remove Database
- Merge Databases
- Create/Edit User Accounts – Privileged and Non-Privileged
- Manage User Account Roles – add, delete
- Enable/Disable User Accounts
- Import/Export User Accounts
- Reset User Account passwords

**Check-in/Demob**

- Common Data
- Check-in Data
- Demob Data
- Custom Reports
- Demob resources
- Incidents screen – view and select only, cannot edit incident information
- Plans Reports
- Resources – add, edit, delete, view
- Resource Inventory Enterprise
e-ISuite Access by Role

- View
- Hide/Display

- Assign a resource to an incident from the Resource Inventory Enterprise

Cost

- Common Data
- Cost Data
- Cost Reports

- Custom Reports
- Incident Costs – add, edit, delete
  - Run costs
  - Lock costs
  - Set flow down
  - Add, edit, delete Other costs
- Update Incident Cost Rates
- Resource Costs – add, edit
- Set up Accrual Accounting Codes
- Projections – create, update, delete
- Cost Groups – add, edit, delete
- Accruals
  - Run cost accruals
  - Extract cost accruals
  - Finalize cost accruals
  - View cost accruals
- Resources – add, edit, delete, view
- Resource Inventory Enterprise
  - View
  - Hide/Display
- Assign a resource to an incident from the Resource Inventory Enterprise

Data Steward

- Accounting Codes
- Set up Accrual Accounting Codes
- Custom Reports – view, share, delete, cannot create
- Data Transfer
- Financial Export
- Incidents – create, edit, delete
- Incident Groups – add, edit, delete (Enterprise only)
  - Add users
e-ISuite Access by Role

- Edit users
  - Add users from a User Group
- Reference Data – incidents
- ROSS Import – upload ROSS files, import ROSS files
- User Groups – Enterprise only
  - Add users
  - Edit users
  - Add User Group to Incident or Group

Geographic Rates Manager - Enterprise
- Geographic Cost rates

Global Reference Data Manager - Enterprise
- Global Cost rates
- Geographic Cost rates
- Global Reference Data
- Import ROSS Resource files to the Resource Inventory
  - Import
  - Re-Import
  - Upload import file

Help Desk
- Decrypt Database passwords
- Allow Account Manager Reset
- Generate Site Access Key

IAP
- Custom Reports
- IAP – create, edit, delete, copy
- Set up IAP form defaults
  - Templates
  - Master Frequency List
  - Settings
- Generate/update IAP forms
- Incident Resources – View only
- Add or delete external .pdf forms

Time
- Common Data
- Custom Reports
e-ISuite Access by Role

- Time Reports
  - OF288
  - invoices
  - OF286
  - invoices
  - Other time reports
- Incident Resources – add, edit, delete
- Resource Inventory Enterprise
  - View
  - Hide/Display
- Assign a resource to an incident from the Resource Inventory Enterprise
- Time Data – add, edit delete
  - Time worked
  - Adjustments
- Contractor Data – add, edit delete
- Agreement Data – add edit, delete
- Admin Payment Office – add, edit delete nonstandard data only

Training Specialist

- Collect training information for:
  - Trainee
  - Assignment
  - Evaluator
  - Non-Incident Evaluator
  - Training Specialist
  - Trainee Priority Programs
  - Assignment Closeout
- Set default Incident Settings
- Complete and Print:
  - Forms:
    - Trainee Data Form
    - Evaluation Record
    - Performance Evaluation
    - Home Unit Letter
    - Exit Interview
  - Reports
    - Trainee Assignment List
    - Incident Training Summary
    - Home Unit Contact Labels
- Create Custom Reports