e-ISuite Access by Role

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

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

o View
o 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
  - o Run costs
  - o Lock costs
  - o Set flow down
  - o 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
  - o Run cost accruals
  - o Extract cost accruals
  - o Finalize cost accruals
  - o View cost accruals
- Resources – add, edit, delete, view
- Resource Inventory Enterprise
  - o View
  - o 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)
  - o Add users

- o   Edit users
- o   Add users from a User Group
- Reference Data – incidents
- ROSS Import – upload ROSS files, import ROSS files
- User Groups – Enterprise only
  - o   Add users
  - o   Edit users
  - o   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
  - o   Import
  - o   Re-Import
  - o   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
  - o   Templates
  - o   Master Frequency List
  - o   Settings
- Generate/update IAP forms
- Incident Resources – View only
- Add or delete external .pdf forms

Time
- Common Data
- Custom Reports

- 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