



## e-ISuite Custom Report Tips

The Custom Report Generator in e-ISuite consists of five building blocks used to define a custom report.

- A. The Report Information Block is where the user selects the data view for a report; give it a title; specify Portrait or Landscape Mode; select Line Spacing; and decide if the report is to be Public or Private.
- B. The Column Builder Block is where the user selects the columns that will be included in the report. The user may also change the Column Header, Column Width, Format (for certain fields), and whether or not to apply an Aggregate Function such as COUNT or SUM.
  - 1. In the Column Builder, Column Widths are specified in Pixels. The Custom Report Writer provides output in Landscape Mode (Default) or Portrait Mode. Each line on a Landscape report is limited to a total of approximately 790 pixels for all the fields on the report, and each line on a Portrait Report is limited to approximately 535 pixels. If the user exceeds these limits, a dialog box displays. The user must either:
    - (1) Export the Report to Excel (no column width limits)
    - (2) Reduce the total number of columns on the report
    - (3) Reduce the width of the columns on the report.
  - 2. The fonts used by Custom Reports use about 7 pixels per character, on average. Example: To include "STATUS" as a column, 6 char x 7 pixels per char, would be around 42 pixels minimum field width to avoid wrapping.
- C. The Criteria Builder Block defines the criteria that will be used to select (or filter) the data to include in the report. Criteria are specified in Blocks, where a Block is a group of statements that should logically go together. For example, a Block might contain two statements: STATUS IN (C, P) and DEMOBILIZATION DATE > 10/21/2014. Complex criteria can be built using multiple criteria Blocks.
- D. The Sort Builder specifies how the report will be sorted. Specify multiple sort fields and the report will be sorted in the order specified (either Ascending or Descending for each field).
- E. The SQL Viewer is for advanced users and shows the user the SQL Commands that result from their Report Definition. This field is for information and troubleshooting purposes only and is not editable.



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### Fields of Special Interest:

- a. STATUS: Can only be C for Checked In; D for Demobed; F for Filled; R for Reassigned; or P for Pending Demob

Example: A Criteria of STATUS IN (C,P) would return all resources checked in or pending demob on the incident.

- b. RESOURCE LEVEL: This indicates whether a resource is a parent; a child; or a subordinate of a child, such as a crew member on an Engine in an Engine Strike Team. The values are 1, 2, or 3.

Examples: An Engine3 Strike Team, E-100, Item Code = ES3

E-100 Engine 3 Strike Team, ES3, RESOURCE LEVEL = 1

E-100.1 Engine Strike Team Leader, STEN, RESOURCE LEVEL = 2

E-100.2 Engine 3, ENG3, RESOURCE LEVEL = 2

E-100.2.1 Engine Boss John Doe, ENGB, RESOURCE LEVEL = 3

E-100.2.1 Fire Fighter Jane Doe, FFT1, RESOURCE LEVEL = 3

Hand Crew, C-1, Item Code = HC1

C-1 Augusta Hot Shots, HC1, RESOURCE LEVEL = 1

C-1.1 Crew Boss John Doe, CRWB, RESOURCE LEVEL = 2

C-1.2 Fire Fighter Jane Doe, FFT1, RESOURCE LEVEL = 2

etc.

- c. REQUEST CATEGORY:
  - i. A for Aircraft
  - ii. C for Crews
  - iii. E for Equipment
  - iv. O for Overhead (includes all resources that are normally filled with a person, such as crew members for crewed resources such as crews, engines, etc.)
  - v. S for Supplies
  - vi. Z for Support Items (or Unknown Item Codes?)

Example: A Criteria of REQUEST CATEGORY = C will return parent records only for Crews and Crew Strike Teams

- d. EMPLOYMENT TYPE: Three Codes for Type of Employment for Person Resources
  - i. AD = Casual Hires
  - ii. FED = Employees of Federal Agencies
  - iii OTHER = Anyone else (Employees of State, County, City, Fire Depts, etc.)

Example, to get a list of all AD's currently on the incident, use a criteria of STATUS IN (C,P) AND EMPLOYMENT TYPE = AD



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- e. **ITEM CODE:** The Item Code for each resource. All standard Item Codes are included with E-ISuite, plus users can add Local Item Codes to the system if needed for special purposes.
  - Example: To get a listing of all Task Force Leaders use a criteria of  
ITEM CODE = TFLD
  
- f. **SECTION CODE:** Incident Command Section Codes
  - i. C = COMMAND
  - ii. E = EXTERNAL
  - iii. F = FINANCE
  - iv. L = LOGISTICS
  - v. O = OPERATIONS
  - vi. P = PLANS
  - Example: To get a listing of all PLANS people currently on the incident, select the Person-PLANS view and use a criteria of  
SECTION CODE = P
  
- g. **TRAINEE:** Trainee: True or False
  - Example: To get a list of all Trainees, use a criteria of  
TRAINEE IS  
TRUE