



# Producing a Custom Report (Simple List)

Step 1: Select an Incident or Incident Group and Click on Reports

Incident Name	Incident #	Event Type	Start Date	Jurisdiction	Default Accounting	Default Accounting Code Agency
SITE_GROUP						
FROG	US-MT-BRF-000000	FIRE - WILDFIRE	05/01/2014	USFS	ABCD	FED



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### Step 2: Click on Custom

e-ISuite Site Welcome wdamon Active Database: TRAININGDB

Incidents | Check-In | Demob | Time | Cost | IAP | Reports

Plans | Time | Cost | Custom ←

**Resource Reports**

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

**Demob Reports**

- Check-Out Form
- Demob Planning
- Click to access the Plans Reports area
- Available For Release
- Air Travel Request
- Last Work Day
- Actual Demob
- Ground Support

**All Resources Report**

**Resource Categories**

- All Resources
- Aircraft
- Crews
- Equipment
- Overhead

**Group by Section**

- All Sections
- Operations
- Command
- Logistics
- Plans
- Finance
- External

**Resource Status**

- All Statuses
- Checked-In
- Demobed
- Reassigned
- Pending Demob
- Filled

**Report Sorts (Drag and Drop to Select)**

Available		Selected
Request#	>	
Resource Name	<	
Item Code	>>	
Unit ID	<<	
Agency		
Status		
Check-In Date		

Include Strike Team/Task Force Components  
 Subtotals on First Sort  
 Group by Subsection

Show/Hide Instructions

Preview/Print Restore Defaults



## Producing a Custom Report (Simple List)

### Step 3: Click on Add Report

The screenshot displays the e-ISuite software interface. At the top, the title bar reads "e-ISuite Site Welcome wdamon" and "Active Database: TRAININGDB". Below this is a navigation menu with tabs for "Incidents", "Check-In", "Demob", "Time", "Cost", "IAP", and "Reports". The "Reports" tab is active, and "Selected Incident: FROG" is shown on the right. A secondary menu below the navigation bar includes "Plans", "Time", "Cost", and "Custom". The main area is titled "Manage Reports" and contains a toolbar with icons and buttons: "Add Report", "Copy Report", "Edit Report", "Run Report", "Delete Report", and "Export Rep". A red arrow points to the "Add Report" button. Below the toolbar is a table with the following structure:

Report Title	View	Visibility	Owner



## Producing a Custom Report (Simple List)

### Step 4: Select a View (in this case, PERSON - PLANS)

e-ISuite Site Welcome wdamon Active Database: TRAININGDB

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

Plans Time Cost Custom

Report Information | Column Builder | Criteria Builder | Sort Builder | SQL Viewer

Select the View for the report. (The list of available views is based on user roles.)

Available Views \*

Define the character **PERSON - PLANS** Define Visibility

Report Title \*

Sub Title

Landscape

Line Spacing  Single  One and Half  Double

Description

Click to access the Custom Reports area

Visibility



## Producing a Custom Report (Simple List)

### Step 5: Give the Report a Title and Click on Column Builder

The screenshot shows the e-Suite Reports interface. At the top, there is a navigation bar with tabs for Incidents, Check-In, Demob, Time, Cost, IAP, and Reports. The Reports tab is active, and the 'Selected Incident' is FROG with ID US-MT-BRF-000C. Below this, there are sub-tabs for Plans, Time, Cost, and Custom. The Custom tab is selected, and the 'Report Information' sub-tab is active. The 'Report Title' field is set to 'LIST OF AD EMPLOYEES' and is highlighted with a red arrow and a circled '1'. The 'Available Views' dropdown is set to 'PERSON - PLANS' and is also highlighted with a red arrow and a circled '2'. The interface includes sections for defining report characteristics (Report Title, Sub Title, Landscape, Line Spacing, Description) and visibility/sharing options (Public, Private).







## Producing a Custom Report (Simple List)

### Step 9: Use the Criteria Builder to Define Criteria for the Report

1. Select the Column for the Criteria
2. Select the Condition (Usually text value)
3. Select the Operator (is equal to)
4. Enter the Target Condition (AD, without quotes)
5. Click on Accept

The screenshot shows the 'Criteria Statement Builder' window. It is divided into several sections:

- 1. SELECT JOIN BY CONDITION:** Includes radio buttons for 'AND' (selected) and 'OR'.
- Statement Builder Steps:** A list of instructions: 1) Select Join By Condition (AND/OR) if applicable, 2) Select Column, 3) Select Condition (if applicable), 4) Select Operator, 5) Select Target Value (if applicable).
- 2. SELECT COLUMN (PERSON - PLANS):** A list of fields including 'EMPLOYMENT TYPE', which is highlighted with a circled '1'.
- 3. SELECT CONDITION:** A list of conditions including 'text value' and 'text length', with 'text value' highlighted and a circled '2'.
- 4. SELECT OPERATOR:** A list of operators including 'is equal to', 'not equal to', 'is empty', etc., with 'is equal to' highlighted and a circled '3'.
- 5. SELECT TARGET CONDITION:** Includes radio buttons for 'Select from List', 'Input Value' (selected), and 'Select Another Field'. Below is a 'Target Value' field containing 'AD', with a circled '4'.
- Bottom:** 'Accept' and 'Cancel' buttons, with 'Accept' highlighted and a circled '5'.



## Producing a Custom Report (Simple List)

### Step 10: Click on Sort Builder to Specify Sort Options

e-ISuite Site | Welcome wdsimon | Active Database: TRAININGDB | Home | Help | Log Out

Incidents | Check-In | Demob | Time | Cost | IAP | Reports | Selected Incident: FROG | US-MT-BRF-000000

Plans | Time | Cost | Custom

Report Information | Column Builder | Criteria Builder | Sort Builder | SQL Viewer | Report Title: LIST of AD EMPLOYEES

**Criteria Builder Help.**  
**Criteria Blocks:**  
Description: Container object for wrapping criterias in ()  
1) To add new root block, click Clear Selected, then click Add Block  
2) To add nested block, select existing block in the grid then click Add Block

**Criteria Statements:**  
Description: Container object for a single criteria  
1) To add new statement, select existing block in the grid then click Add Statement  
Note: Statements can only be added to a block  
Note: Blocks can contain many Statements

Clear Selected | Add Block | Add Statement | Edit Statement | Delete Criteria

Block Join	Criteria Type	Inner Join	Criteria Statement
▼	() BLOCK		
	STATEMENT		EMPLOYMENT TYPE is equal to 'AD'





## Producing a Custom Report (Simple List)

### Step 12: View or Print the Report from the PDF Reader Application

The screenshot shows a PDF viewer window titled 'rpt1415126446756.pdf - Adobe Reader'. The report content is as follows:

**e-ISuite Custom Report** Incidents: FROG 11/04/2014 10:40

**LIST OF AD EMPLOYEES**

REQUEST NUMBER	RESOURCE NAME	ITEM CODE	EMPLOYMENT TYPE
O-4	GERWE, GERI	DIVS	AD
O-59	MASON, MELINDA	COMP	AD
O-127	GRIFFIN, GRETCHEN	TIME	AD

Record Count: 3 Page 1 of 1





Producing a Custom Report (Simple List)

Step 14: The Custom Report is saved as a Private Report with a Title of LIST OF AD EMPLOYEES

The screenshot shows the 'Manage Reports' section of the e-ISuite application. At the top, there are navigation tabs for 'Incidents', 'Check-In', 'Demob', 'Time', 'Cost', 'IAP', and 'Reports'. Below these are sub-tabs for 'Plans', 'Time', 'Cost', and 'Custom'. The 'Manage Reports' area includes buttons for 'Add Report', 'Copy Report', 'Edit Report', and 'Run Report'. A table below lists the reports with the following data:

Report Title	View	Visibility	Owner
LIST OF AD EMPLOYEES	PERSON - PLANS	PRIVATE	wdamon