

Getting Help

- Access the e-ISuite website at: <http://famit.nwcg.gov/applications/eISuite>.
- Contact the Helpdesk at: (866) 224-7677

Data Transfer Overview

1. e-ISuite is comprised of an Enterprise and a Site system.
2. Data transfer files can be created from either Enterprise or Site and saved in a local file structure or on portable media (e.g. flash or thumb drive) to allow for transfer to and from either system.
3. The term Transition refers to the process of turning over the control of an Incident from one system to another system (e.g. Enterprise to Site, or Site to Enterprise).

Transitioning an Incident from Enterprise to Site

Creating Enterprise Transition File

1. Log into Enterprise.
2. On the Home page, select the **Incidents** button.
3. Click the **Data Transfer** button.
4. On the Data Transfer page, select **Create Enterprise Transition File**.
5. Select an Incident or Incident Group from the incidents grid.
6. Enter a name for the transition file.
7. If needed, change the name of the transition file.
8. Click the **Create Transition File** button.
9. A user at the Site location will need to import the transition file.
10. The transition file appears in the grid. The system locks the incident that was included in the transition file.
11. To unlock an incident in Enterprise, the user must import a transition file that includes that incident.



Create Enterprise Transition File | Import Site Transition File

Incident Number: US-MT-211P-000000 | Incident Name: DIAMOND

Transitioning an Incident From Enterprise to Site

NOTE: When a transition file for an incident or incident group is created, the system will lock the incident or incident group. Locking cannot make any changes to the data.

1. Select an Incident or Incident Group from the Incidents grid.
2. Enter a name for the transition file.
3. Enter a password for the transition file.
4. Click the Create Transition File button.
5. A user at the Site Location will need to import the transition file.

Click the Copy File button to copy the transition file to a portable device.

Transition File Name = DIAMOND

Password =

Verify Password =

Create Transition File

Transition File	Creation Date
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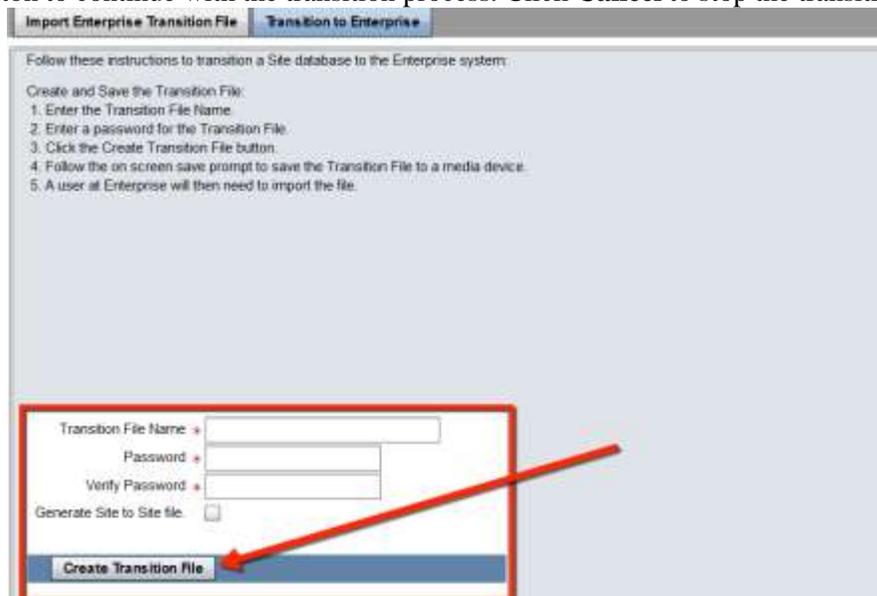
Importing the transition file into Site via File

1. On the Data Transfer page in Site, select **Transition to Enterprise**.
2. Click the **Browse for File** button.
3. Browse to the location where the Enterprise transition file is saved.
4. Select the transition file and click the **Open** button.
5. Enter the password for the transition file and click the **OK** button.

Transitioning an Incident from Site to Enterprise

Importing the transition file into Site via File

1. On the Data Transfer page in Site, select **Transition to Enterprise**.
2. Enter a **Transition File Name**.
3. Enter a **Password** for the Transition File. Enter the password a second time into the **Verify Password** field.
4. Click the **Create Transition File** button.
5. The system opens a Save window. Browse to the location where the Transition File is to be saved and click the **Save** button to save the file.
6. Click the **Continue** button to continue with the transition process. Click **Cancel** to stop the transition process.



7. Log in to Enterprise.
8. From the Home page select the **Incidents** button.
9. Select the **Data Transfer** button.
10. Select **Import Site Transition File**.
11. Click the **Import Transition File** button.