Full Course Agenda - Student

Unit	Session	Instructor	Time	Comments

1 - Introduction	Introductions/Logistics/Schedule
	
	Overview
	• Training Materials – https://www.wildfire.gov/application/eisuite
	• e-ISuite Enterprise vs Site differences
	• Security
	
	User Role Definitions
	• Privileged User Role – Applies to Site Only
	    o Account Manager
	• Non-Privileged User Roles
	    o Account Manager – Enterprise Only
	    o Data Steward
	    o Check-In/Demob
	    o Incident Action Plan (IAP)
	    o Time
	    o Cost
	    o Training Specialist			

2 - Site Install	**GETTING STARTED**
	• Before You Begin
	    • Minimum System Requirement
	    • Site Installation and Setup
	SITE
	• Install Site and Create Initial Database
	• Create Incident
	    • Manually create an incident
	    • Transitioning the DIAMOND Incident File
	    • IROC Import - RIVER Incident			

	• Backups • Account Recovery • Filters and Icons • Multiple Session Management • User Session Time Out • Message Board (Site only) • Logging out of e-ISuite			
3 – Check-In	• Check-In Settings • Add/Edit/Delete a Resource • Group Check-In • Roster Resources • Roster A New Resource • Resources Reports			
4 – Time	• Time Data for a Single, Overhead Resource • Time Postings • Posting Time Adjustments • Generating an OF-288 Invoice • Managing Time Data for a Crew • Managing Time Data for Contractor/Cooperator • Manage Admin Offices for Payment • Manage Contractors • Time Reports			
5 - IAP	• IAP Settings • Create a Plan and Forms • Manage the IAP			
6 - Cost	• Incident Cost Settings • Manage Resource Data • Manage Daily Costs • Manage Resource Other Cost Data			

	• Manage Cost Groups • Cost Reports • Other Functions			
7 – Demob	• Demob Settings • Tentative Single and Group Pending Demob • Actual Single and Group Actual Demob • Demob Reports			

8 -- Training	Manage Training Specialist Settings
	• Incident Settings
	• Training Specialist Contact Information
	• Trainee Priority Program
	  o User identifies titles of programs. No defaults.
	
	Trainee Assignment
	• Select a trainee (training assignment is position at incident identified on screen)
	OR
	• Select a trainee (training assignment is different position than ordered to incident)
	• Trainee Data tab
	  • Initial Assignment
	  • Assignment Start/End Dates
	  • Prerequisites
	  • Objectives
	  • Home Unit Contact
	
	Evaluator Data Tab
	• Add an Evaluator
				Note: Incident Training Summary report:
				
				• An IROC import of incident resources “lumps” all state and local resources into the associated State for that resource’s Agency data field in Check-in. This will affect seeing agencies (such as City, County) listed separately in the Incident Training Summary Report. The TNSP in conjunction with the SCKNs, RESLs, and COST, all whose data will be affected, agree on making any changes.
				• Number of PTBs per Section and Agency chart will list every creation of a PTB assignment. If a resource worked on 2 PTBs, each PTB is added to the chart. Total has no relation to the total of trainees on the incident. This total is # of PTBs (not people).

	Assignment Closeout button • Edit existing data • Update Default Acres button • Remarks – display on Evaluation Record and Home Unit Letter Additional Trainee Assignments • Process is the same as initial Training Assignment • Save each Training Assignment data. • No overlapping assignment dates. Forms: • Trainee Data screen displays data for chosen Training Assignment. o Data Form o Evaluation Record o Performance Evaluation o Home Unit Letter o Exit Interview Reports button: • Training Assignments List • Incident Training Summary • Blank Forms o A blank Data Form Page 2 can be printed here. • Mailing Labels o Labels can be selected from the total list by using the Ctrl Key.			• Priority Program Resource Counts displays all program titles entered in Settings. • "Incident Personnel Ordered as Trainee" total is the total of all the Check-in Trainee checkboxes which were checked. This total has nothing to do with any other total in the report. This total is # of people. • "(ALL) Trainees Assigned on the Incident" total is the total of all Check-in Trainee checkboxes which were checked (whether they came to the TNSP or not) AND all trainees who came to the TNSP and asked to work on a PTB. This total is # of people.

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9 - Custom Reports	• Add a Custom Report • Generating a Custom Report			
10 – Enterprise	**iNAP Accounts** • Required for accessing Enterprise • iNAP Account Process **Enterprise User** • Account Manager Role • Bringing iNAP Accounts into e-ISuite • Assigning roles • Logging in with Non-privileged user account • Data Steward role in Enterprise **Transition to ENTERPRISE at end of Incident when using Site**			
	Course Wrap-up/Final Comments			