



Training Session Agenda - Student

4/16/2015 1:35 PM version

Unit	Session	Instructor	Time
1 - Introduction	<p>*Introductions/Logistics/Schedule</p> <p>Overview</p> <ul style="list-style-type: none"> • Training Materials – http://eisuite.nwcg.gov • e-ISuite vs I-Suite – differences • Security <p>User Role Definitions</p> <ul style="list-style-type: none"> • Privileged User Role <ul style="list-style-type: none"> ○ Account Manager • Non-Privileged User Roles <ul style="list-style-type: none"> ○ Data Steward ○ Check-In/Demob ○ Incident Action Plan (IAP) ○ Time ○ Cost 		
2 - Site Install	<p>GETTING STARTED</p> <ul style="list-style-type: none"> • Before You Begin <ul style="list-style-type: none"> • Minimum System Requirement • Site Installation and Setup <p>SITE</p> <ul style="list-style-type: none"> • Install Site Database • Create Incident <ul style="list-style-type: none"> • <u>Manually</u> create an incident • <u>Transitioning</u> the FROG Incident File • <u>ROSS Import</u> - RIVER Incident • Backups • Account Recovery • Filters and Icons • Multiple Session Management • User Session Time Out • Logging out of e-ISuite 		
3 – Check-In	<ul style="list-style-type: none"> • Check-In Settings • Add/Edit/Delete a Resource • Group Check-In • Roster Resources • Roster A New Resource • Resources Reports 		
4 – Time	<p>Time Data for a Single, Overhead Resource</p> <ul style="list-style-type: none"> • Time Postings • Posting Time Adjustments 		



	<ul style="list-style-type: none"> • Generating an OF-288 Invoice • Managing Time Data for a Crew • Admin Offices for Payment • Managing Time Data for Contractor/Cooperator • Time Reports 		
5 - IAP	<ul style="list-style-type: none"> • IAP Settings • Create a Plan and Forms • Manage the IAP 		
6 - Cost	<ul style="list-style-type: none"> • Edit Resource Data • Manage Daily Costs • Incident Cost Settings • Cost Rates, Accruals, Projections • Update Resource Summary • Update Worksheet • Creating a Projection Report • Manage Cost Groups • Cost Reports • Financial Export – Data Steward Role 		
7 – Demob	<ul style="list-style-type: none"> • Demob Settings • Tentative Single and Group Pending Demob • Actual Single and Group Actual Demob • Demob Reports 		
8 - Custom Reports	<ul style="list-style-type: none"> • Add a Custom Report • Generating a Custom Report 		
9 - Enterprise	<p>NAP Accounts</p> <ul style="list-style-type: none"> • Use in Enterprise • NAP Account Process <p>Enterprise User</p> <ul style="list-style-type: none"> • Logging into Enterprise as Account Manager • Bringing NAP Accounts into e-ISuite • Assigning roles • Logging in with Non-privileged user account • Data Steward role in Enterprise • Resource Inventory <p>Transition to ENTERPRISE at end of Incident</p> <p>Reference Data – Non-Standard</p>		
	Course Wrap-up/Final Comments		