Incidents

Getting Help

- Access the e-ISuite website at: **http://eisuite.nwcg.gov**
- Contact the Helpdesk at: **(866) 224-7677**

Incident Info

1. The user must select an **Event Type** for every incident.
2. Enter the **Incident Name**.
3. The **Unit ID** for each incident is comprised of a **Country Code**, **Unit ID** and **Number**.
4. Each incident must have an **Incident Jurisdiction** defined.
5. Each incident must have a **State** defined.
6. Each incident must have a **Start Date** defined.
7. In Enterprise, the user must identify the User Accounts that will have access to each incident. See the Account Manager – Enterprise QRC for adding users.
8. In Site, all users that have access to a Site database will have access to all incidents in the database. See the Account Manager – Site QRC for adding users to a Site database.
9. Click **Save**. (Note: Accounting Codes and Reference Data tabs will not display until Incident Info is saved.)

Accounting Code Tips

1. A **Default Accounting Code** must be defined for an Incident on the Accounting Codes tab.
2. Click the **Incident Default** checkbox if the Accounting Code is the default.
3. An **Agency** must be selected for an Accounting Code.
4. If the **Event Type** for an incident is Wildfire, select the **FED** agency for USFS, BLM, BIA, FWS, or NPS.
5. If the **Agency** is **FED**, enter the four digit Fire Code in the **Accounting Code** box.
6. If the **Event Type** is other than Wildfire, enter the appropriate Accounting Code. This field will allow up to 50 characters.
7. Enter the appropriate Accrual Accounting Code.
8. If the **Agency** is **USFS** or **FED**, select a **Forest Service Region and Unit**.

Reference Data

1. The e-ISuite system includes default Reference Data for each incident/incident group, which is known as "**Standard Reference Data.**"
2. If needed, additional Reference Data can be defined for each incident/incident group. This is known as "**Non-Standard Reference Data**" and will apply only to the incident/incident group to which it is added.
3. The **Non-Standard Reference Data** that a user can add include: **Agencies**, **Unit IDs**, **Jetports**, and **Item Codes**.
4. A user can add, edit or delete **Non-Standard Reference Data** for an incident/incident group. Click on the appropriate tab and enter the data in the data fields that display.
5. A user **cannot** edit or delete **Standard Reference Data** for an incident/incident group.
6. Changes to **Non-Standard Reference Data** impact all users with access to the incident/incident group.