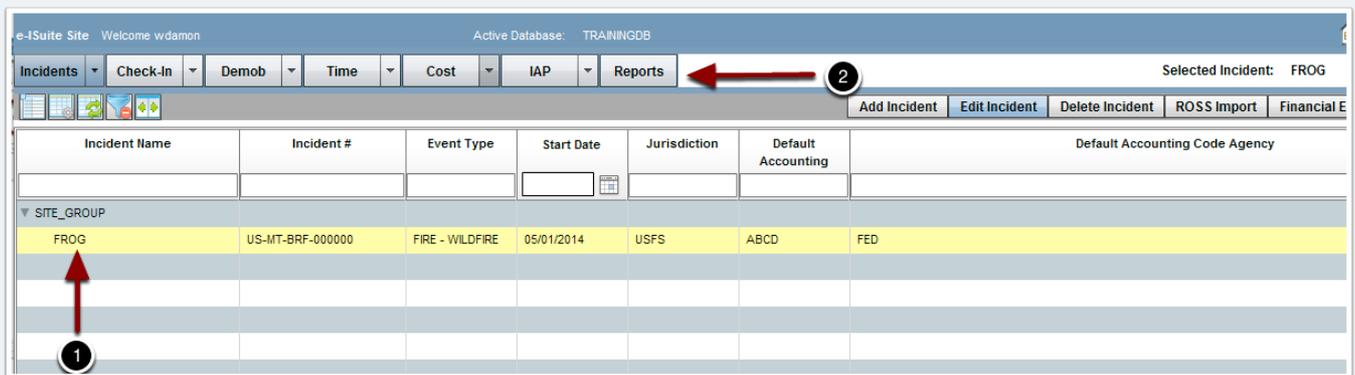


Producing a Custom Report (Simple List)

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



The screenshot shows the e-Suite interface with the 'Reports' menu highlighted. A red arrow points to the 'Reports' menu item, which is circled with a '2'. Below the menu, a table lists incidents. The first row is highlighted in yellow and contains the following data: Incident Name: FROG, Incident #: US-MT-BRF-000000, Event Type: FIRE - WILDFIRE, Start Date: 05/01/2014, Jurisdiction: USFS, Default Accounting: ABCD, and Default Accounting Code Agency: FED. A red arrow points to the 'FROG' incident name, which is circled with a '1'.

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

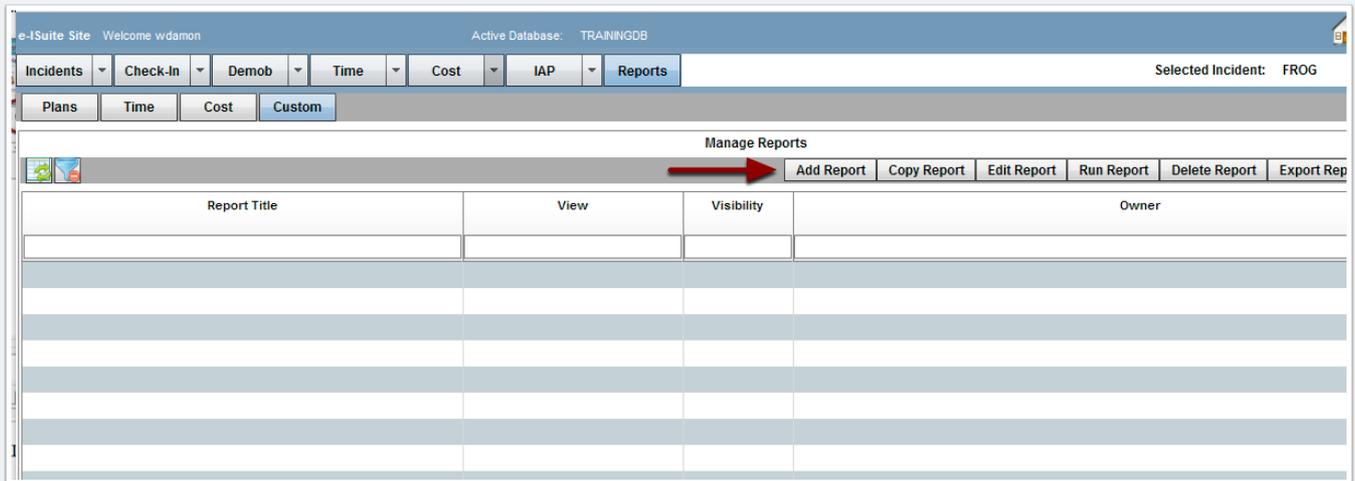
Producing a Custom Report (Simple List)

Step 2: Click on Custom

The screenshot displays the e-1Suite Reports interface. At the top, the navigation bar includes 'Incidents', 'Check-In', 'Demob', 'Time', 'Cost', 'IAP', and 'Reports'. Below this, a secondary bar contains 'Plans', 'Time', 'Cost', and 'Custom', with a red arrow pointing to the 'Custom' button. The main content area is titled 'All Resources Report' and features three filter panels: 'Resource Categories' (with checkboxes for All Resources, Aircraft, Crews, Equipment, and Overhead), 'Group by Section' (with checkboxes for All Sections, Operations, Command, Logistics, Plans, Finance, and External), and 'Resource Status' (with checkboxes for All Statuses, Checked-In, Demobed, Reassigned, Pending Demob, and Filled). Below these panels is a 'Report Sorts (Drag and Drop to Select)' section with 'Available' and 'Selected' columns, and a 'Show/Hide Instructions' button. On the left side, there are sections for 'Resource Reports' (All Resources, ICS-209 Resource Count, Qualifications, Strike Team/Task Force) and 'Demob Reports' (Check-Out Form, Demob Planning, Available For Release, Air Travel Request, Last Work Day, Actual Demob, Ground Support). At the bottom, there are 'Preview/Print' and 'Restore Defaults' buttons.

Producing a Custom Report (Simple List)

Step 3: Click on Add Report



The screenshot shows the 'e-Suite Site' interface with the 'Reports' tab selected. The 'Selected Incident' is 'FROG'. The 'Manage Reports' section contains a table with columns for 'Report Title', 'View', 'Visibility', and 'Owner'. A red arrow points to the 'Add Report' button in the 'Manage Reports' toolbar.

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 * Visibility I

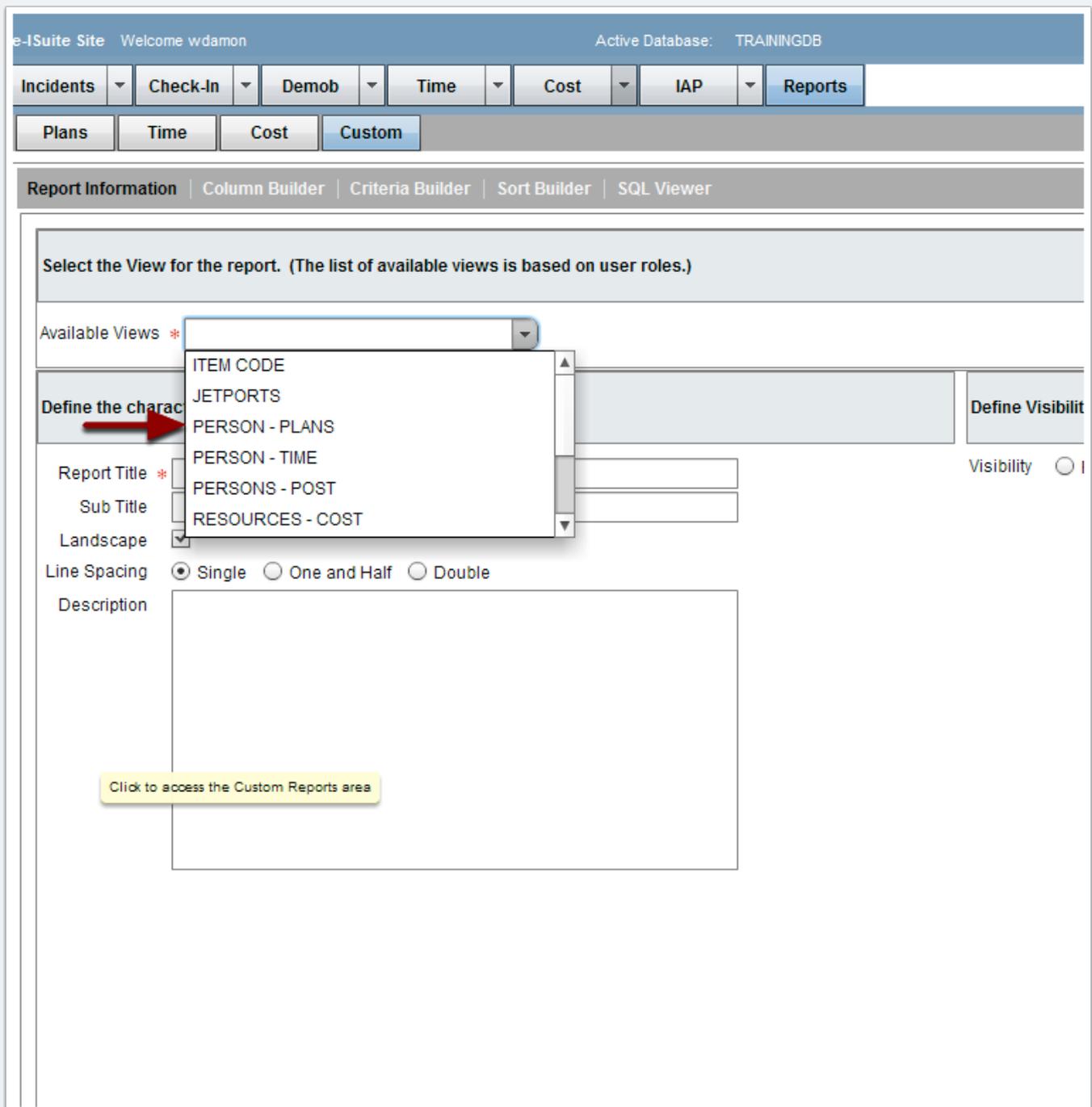
Sub Title

Landscape

Line Spacing Single One and Half Double

Description

Click to access the Custom Reports area



Producing a Custom Report (Simple List)

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

The screenshot displays the 'e-Suite Site' interface for creating a custom report. The top navigation bar includes 'Incidents', 'Check-In', 'Demob', 'Time', 'Cost', 'IAP', and 'Reports'. The 'Reports' section is active, showing 'Selected Incident: FROG' and 'US-MT-BRF-000'. Below this, the 'Plans' section is selected, and the 'Custom' tab is active. The 'Report Information' tab is selected, and the 'Report Title' is 'LIST of AD EMPLOYEES'. The 'Available Views' dropdown is set to 'PERSON - PLANS'. The 'Define the characteristics of the report' section includes fields for 'Report Title', 'Sub Title', 'Landscape', 'Line Spacing', and 'Description'. The 'Define Visibility/Sharing options for the report' section includes 'Visibility' options: 'Public' and 'Private' (selected). Red arrows and circled numbers '1' and '2' highlight the 'Report Title' field and the 'Available Views' dropdown, respectively.

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

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

Available Views * PERSON - PLANS

Define the characteristics of the report.

Report Title * LIST of AD EMPLOYEES

Sub Title

Landscape

Line Spacing * Single One and Half Double

Description

Define Visibility/Sharing options for the report.

Visibility Public Private

Producing a Custom Report (Simple List)

Step 8: Select the Block and Click on Add Statement

The screenshot shows the e-Suite Criteria Builder interface. At the top, there are navigation tabs for 'Plans', 'Time', 'Cost', and 'Custom'. Below this, there are tabs for 'Report Information', 'Column Builder', 'Criteria Builder', 'Sort Builder', and 'SQL Viewer'. The 'Criteria Builder' tab is active, and the report title is 'LIST of AD EMPLOYEES'. The main area contains a table with the following columns: 'Block Join', 'Criteria Type', 'Inner Join', and 'Criteria Statement'. The first row of the table is highlighted in yellow and contains the text '() BLOCK'. A red arrow labeled '1' points to this row. To the right of the table, there are buttons for 'Clear Selected', 'Add Block', 'Add Statement', 'Edit Statement', and 'Delete Criteria'. A red arrow labeled '2' points to the 'Add Statement' button. Below the table, there is a 'Criteria Builder Help' section with instructions for adding blocks and statements.

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

Block Join	Criteria Type	Inner Join	Criteria Statement
	() BLOCK		

Producing a Custom Report (Simple List)

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

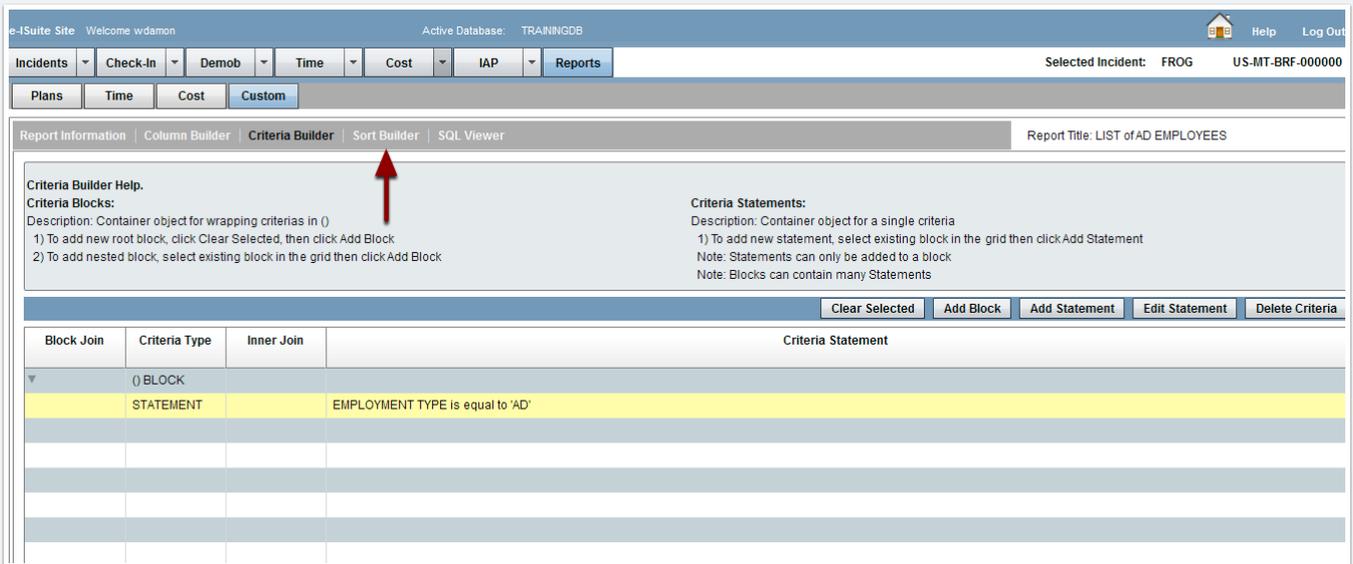
1. Select the Column for the Criteria
2. Select the Condition (Usually text value)
3. Select the Operator (is equal to)
4. Enter the Target Condition (AD, without quotes)
5. Click on Accept

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

- 1. SELECT JOIN BY CONDITION:** Shows 'Join As?' with 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 columns including 'EMPLOYMENT TYPE', which is highlighted with a circled '1'.
- 3. SELECT CONDITION:** A list of conditions including 'text value', which is highlighted with a circled '2'.
- 4. SELECT OPERATOR:** A list of operators including 'is equal to', which is highlighted with a circled '3'.
- 5. SELECT TARGET CONDITION:** Shows 'Select Target Option' with radio buttons for 'Select From List', 'Input Value' (selected), and 'Select Another Field'. Below it, the 'Target Value' is 'AD', highlighted with a circled '4'.
- Bottom:** 'Accept' and 'Cancel' buttons, with 'Accept' highlighted and a circled '5' next to it.

Producing a Custom Report (Simple List)

Step 10: Click on Sort Builder to Specify Sort Options



The screenshot shows the e-Suite software 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 'Custom' sub-tab is selected. The main area is divided into several sections. On the left, there is a 'Criteria Builder Help' section with instructions for adding blocks and statements. On the right, there is a 'Criteria Statements' section with instructions for adding statements. Below these sections is a table with columns for 'Block Join', 'Criteria Type', 'Inner Join', and 'Criteria Statement'. The table contains one row with a 'STATEMENT' type and the text 'EMPLOYMENT TYPE is equal to 'AD''. A red arrow points to the 'Sort Builder' tab, which is the next step in the process.

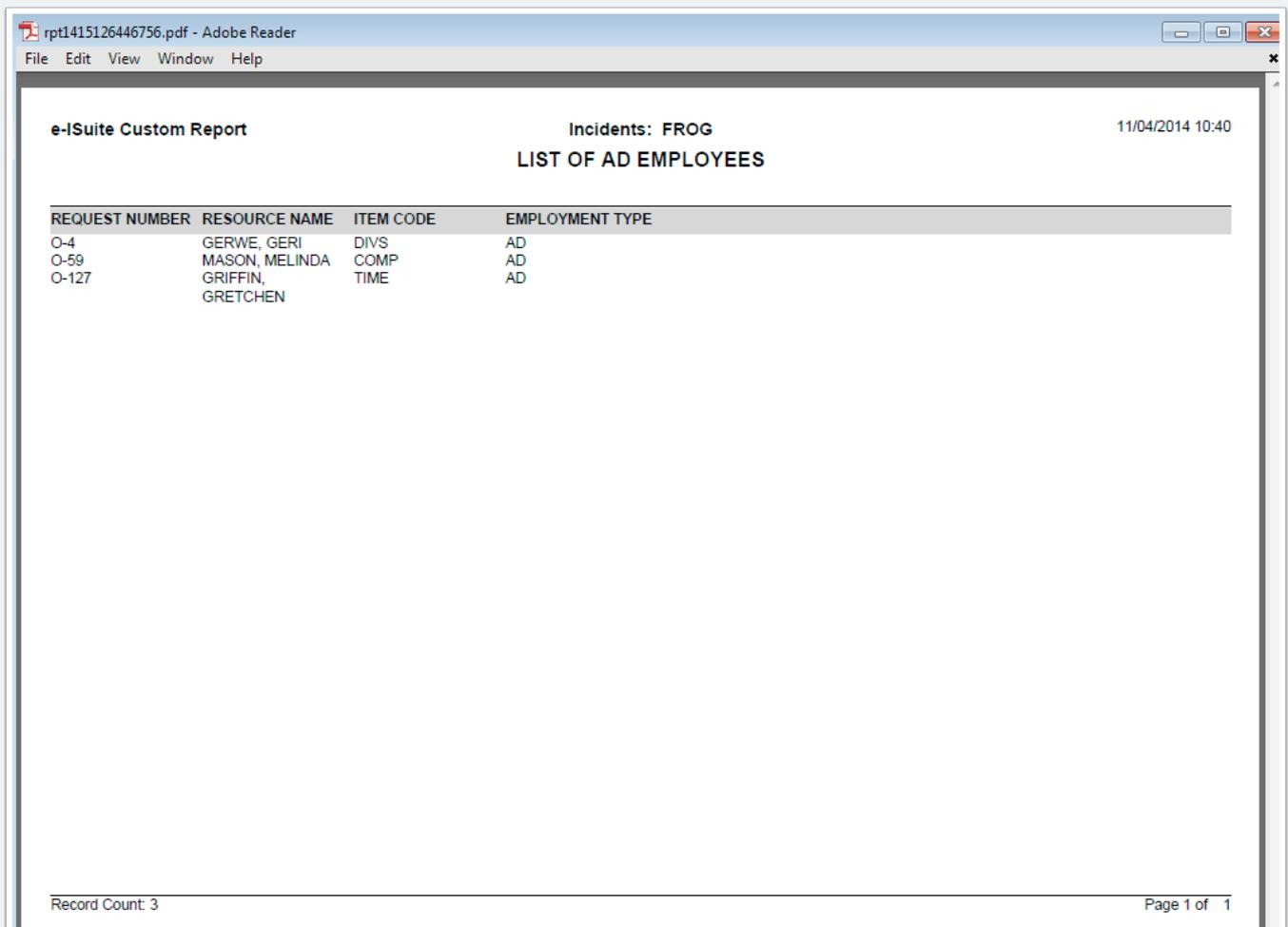
Criteria Builder Help.
Criteria Blocks:
Description: Container object for wrapping criterias in ()
1) To add new root block, click Clear Selected, then click Add Block
2) To add nested block, select existing block in the grid then click Add Block

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

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 document titled "e-ISuite Custom Report" with the following details:

- Incidents: FROG
- Date: 11/04/2014 10:40
- Report Title: LIST OF AD EMPLOYEES

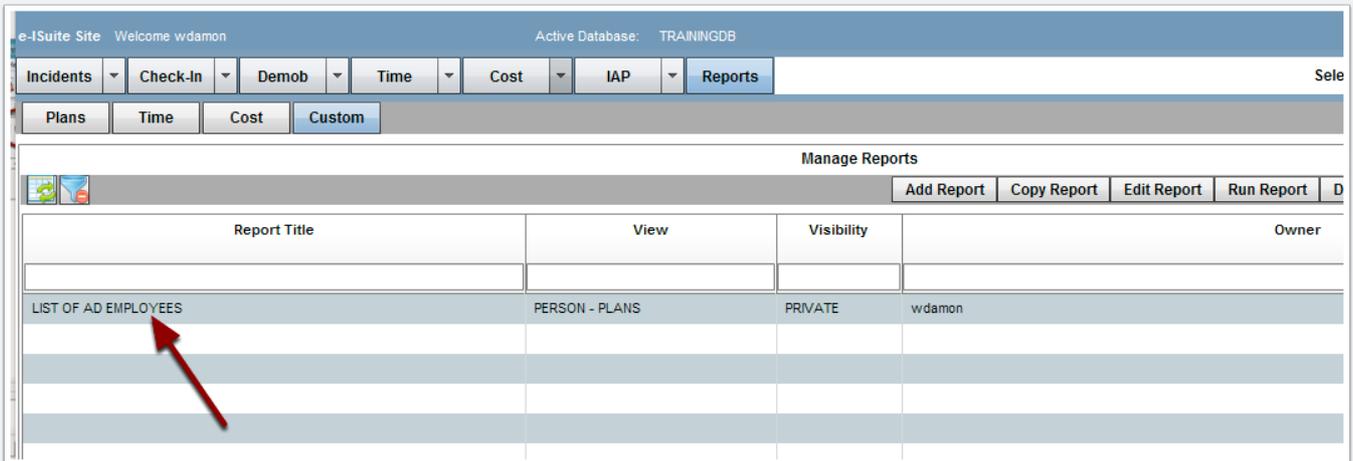
REQUEST NUMBER	RESOURCE NAME	ITEM CODE	EMPLOYMENT TYPE
O-4	GERWE, GERI	DIVS	AD
O-59	MASON, MELINDA	COMP	AD
O-127	GRIFFIN, GRETCHEN	TIME	AD

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. The interface includes a navigation bar with tabs for 'Plans', 'Time', 'Cost', and 'Custom'. Below this is a table with columns for 'Report Title', 'View', 'Visibility', and 'Owner'. A red arrow points to the first row of the table, which contains the text 'LIST OF AD EMPLOYEES', 'PERSON - PLANS', 'PRIVATE', and 'wdamon'.

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