**e-Isuite Exercise**

| **Task / Instructions** | **Objective** | **Things to discuss, build understanding** |
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| **e-ISuite Install and Initial Setup*** Install the latest release of e-ISuite Site on a laptop, including any patches
* Create the initial database name as **ITSS**.
* Create the initial ad. user account as **ad.itss**
* Enable automatic back-ups.
 | * Locate and Download software
* Install software
* Create initial account and initial database
 | * Check the Web page often for latest software, patch releases.
* Be prepared; install before you go, not on the fly.
* But, also carry the files with you, so that you can install on the fly (server problems, transitions, local unit assistance, etc.)
* Documentation – did you write down what passwords you used?
* Demonstrate – how/where do you look to verify current software installed on you instance.
 |
| **Create Account Manager Roles for**:* Yourself
* Paul Dzialowy (OR-ROD)
* Kevin Hoffman (ID-BOF)
 | * Create Account Manager accounts
 | * What actions are done using the Account Manager Role?
* Standard naming convention for ad. Accounts, using first initial last name.
* Importance of having more than one .ad account for a database.
 |
| **Create User accounts as follows:*** Yourself - All Roles including Data Steward
* Donna Tate – (CA-TNF) All Roles including Data Steward
* Kevin Hoffman – All roles including Data Steward
* Mike Gascon (OR-DEF) Time
* James Whiteside (OR-SUF) Checkin/Demob

Log out, and log back in with your User profilePretend you are one of the other Users, and log in with their user profile | * Create User Accounts
 | * Standard naming convention – first initial last name
* Assessment of appropriate roles by job responsibilities. How do you decide?
* Understanding of the Default Password, and did they document it??
* Understanding of User passwords (12 char, etc…). How would you instruct a User to do First log-on? Did they document their own User password?
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| **Create the Aggie Creek Incident by doing a Ross Import**. . *File is located on jump drive under EISUITE folder:* Import AK-FAS-511515* Jurisdiction = AK

How many Resources did you bring in? **Add Accounting Code**Agency: FEDAccounting Code ABCD**Add/Edit Resources**Edit:* Check in Kevin Hoffman

Add:* O-999 Yourself - ITSS
* O-991 Donna Tate (CA-TNF) – ICT1
* 0-992 Mike Gascon (OR-DEF) – PTRC
* 0-993 James Whiteside (OR-SUF) – SCKN
 | * Obtain a Ross Import File
* Create incident using Ross Import
 | * Ross User account, with Basic User privileges or e-ISuite repository upload account is needed to get the import file.
* *Know your NAP password, and keep it up to date (60 days)*
* Know how to log in to Ross to get the Import
* File management, where did you file the download file (set up a folder, save them throughout the incident)
* Understand what the Ross Import file brings in (Status F).
* Understand the value of creating the incident in this manner.
* Understand what Role is needed to do Import (did they log in correctly to do it?)
* Understand the Check-in process
* Understand additional Incident Data, and what screen to go to.
 |
| **Create a Second incident manually** Event Type: WFName: Collier Butte ITSSNumber: MT-BDF-000998Jurisdiction: USFSState: MTStart Date: 04/01/2019**Add Accounting Code**Agency: FEDAccounting Code = EFGH  | * Create Incident manually.
 | * Understand Role needed to do this task
* Recognize the differences/value to the Team, in using the Import, vs Manual process
* Understand multiple incidents within one database.
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| **Create a Manual Backup of your ITSS Database** | * Create manual backup
 | * Understand Role needed to do backups
* Understand file management. Where are the backups filed?
 |

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| **Export the User Accounts in the ITSS database**  | * Export User Accounts
 | * Understand the role needed to export user accounts
* Understand file management – where is this file stored, how could you save it, use it on a different server, etc.
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| **Create a Second Database*** Name this database ITSS2
* Logout and Login to the ITSS2 Database
* Import the 5 User Accounts you created in ITSS database
 | * Create a new database
* Import User Accounts
 | * Understand the role needed to create new databases.
* Did the user document the database password?
* Demonstrate create new database

*Note: May run in to the Error when adding additional databases. Don’t know if when adding the second or adding the third (random)?** See how they handle that situation. Do they know about the ‘Known Issues’ List?
 |
| **Create an Incident in new ITSS2 Database*** Name the Incident ITSS2
* Add all pertinent incident data (improvise)
 |  | * Understand the Role needed for the task
* Understand the use of the User Accounts import file
 |
| **Create a Manual Backup of your ITSS2 Database** | * Create Manual Backup
 | * Understand the Role needed for the task
* Understand where it is filed.
 |
| **Create a Third Database*** Create this database using the Restore DB process, and using the backup file from ITSS2. Name this database RESTORE2
* Log into this database as Account Manager and verify that all data is present
 | * Create a new Database using Restore DB
 | * Understanding of how to move a database from one server to another
* Database Password, how important it is…
* ad. Account name and password… how important it is.
* Expect to run in to the Error when adding more than 2 databases. See how they handle that situation.
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