**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 profile  Pretend 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: FED  Accounting 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: WF  Name: Collier Butte ITSS  Number: MT-BDF-000998  Jurisdiction: USFS  State: MT  Start Date: 04/01/2019  **Add Accounting Code**  Agency: FED  Accounting 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. |
| **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. |
| **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. |