**EIsuite Exercise**

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| **Task / Instructions** | **Objective** | **Things to discuss, build understanding** |
| Install the latest release of eIsuite Site on a laptop, including any patches  Create the initial database 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) and 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 - All Roles including Data Steward  Kevin Hoffman – All roles incl 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 the they document it ??  Understanding of User passwords (12 char, etc…). How would the instruct a User to do First log-on ? Did they document their own User password ? |
| Create the Aggie Creek Incident by doing a Ross Import. Import AK-FAS-511515. File is located on jump drive under EISUITE folder.  How many Resources did you bring in?  Add the Incident Data that is needed  Fire Code = ABCD  Jurisdiction = AK  Check in Kevin Hoffman  manually enter:  yourself - ITSS  Donna Tate (CA-TNF) – ICT1  Mike Gascon (OR-DEF) - PTRC  James Whiteside (OR-SUF) - SCKN | Obtain a Ross Import File  Create incident using Ross Import | Ross User account, with Basic User privileges needed to get the import file.  Know your Ross 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 – Collier Butte ITSS  Do this manually  Add the additional Incident Data that is needed Fire Code = EFGH  Jurisdiction = USFS  Location = Gold Beach OR | 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 ? |
| 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  May run in to the Error when adding additional databases. Don’t know if when adding the second or adding the third.  See how they handle that situation. Do they know about the ‘Known Issues’ List ? |
| Create an Incident in the database ITSS2  Name the Incident ITSS2  Add all pertinent incident data |  | 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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