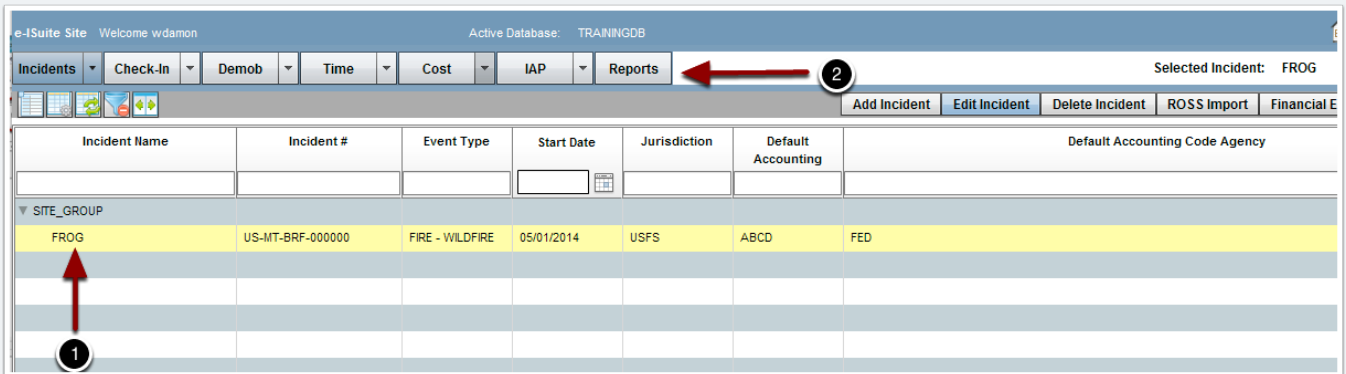


# Producing a Custom Report (Simple List)

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



The screenshot displays the e-Suite application interface. At the top, the 'Reports' menu item is highlighted with a red arrow and a circled '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, and a circled '1' is located at the bottom left of the table.

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

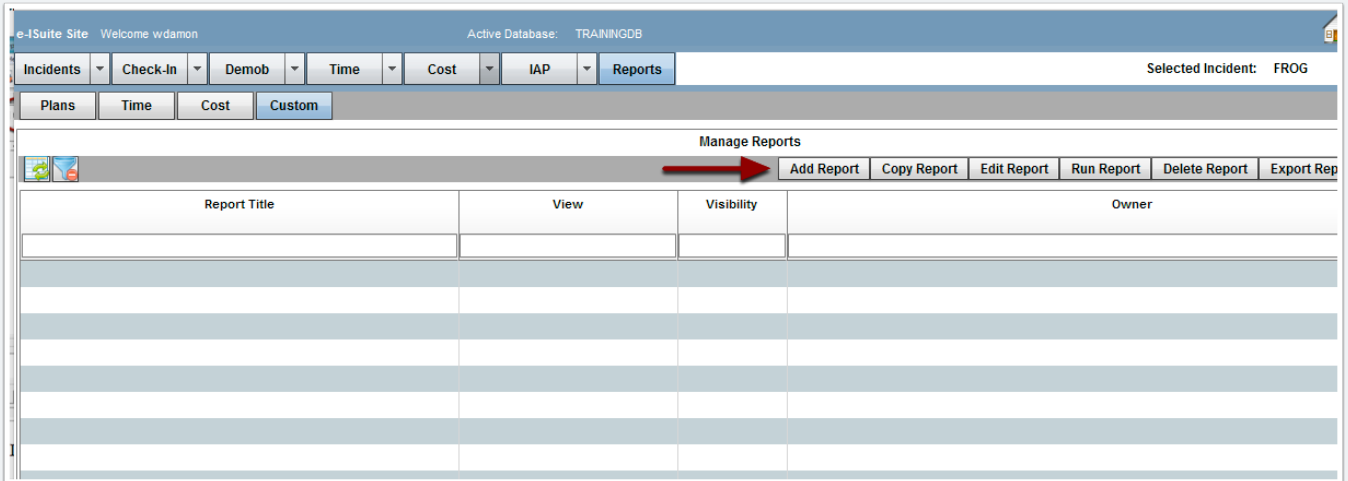
# Producing a Custom Report (Simple List)

## Step 2: Click on Custom

The screenshot displays the e-Suite 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' (including All Resources, ICS-209 Resource Count, Qualifications, and Strike Team/Task Force) and 'Demob Reports' (including Check-Out Form, Demob Planning, and a link to Plans Reports). 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 **Define Visibility**

Report Title \*

Sub Title

Landscape

Line Spacing  Single  One and Half  Double

Description

ITEM CODE  
JETPORTS  
PERSON - PLANS  
PERSON - TIME  
PERSONS - POST  
RESOURCES - COST

Visibility  I

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' (checked), and 'Line Spacing' (Single selected). 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

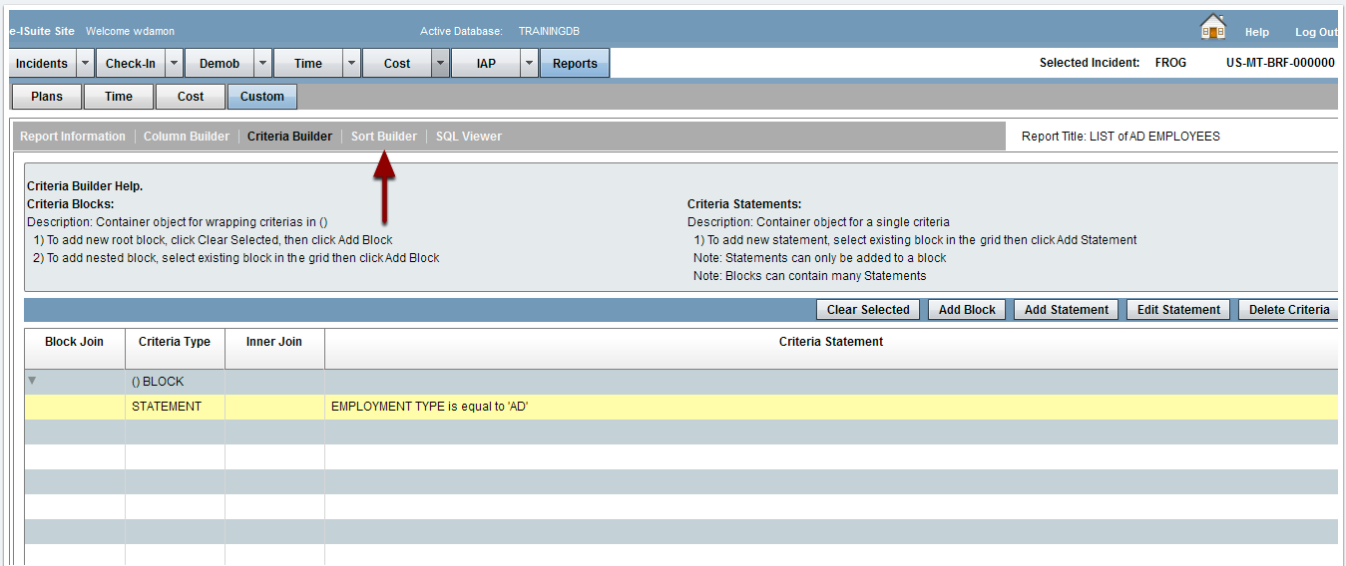
1. Select the Column for the Criteria
2. Select the Condition (Usually text value)
3. Select the Operator (is equal to)
4. Enter the Target Condition (AD, without quotes)
5. Click on Accept

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'.
- Accept/Cancel buttons:** At the bottom, there are 'Accept' and 'Cancel' buttons. The 'Accept' button is highlighted with a red arrow and a circled '5'.

# Producing a Custom Report (Simple List)

## Step 10: Click on Sort Builder to Specify Sort Options



The screenshot shows the e-Suite application interface. At the top, there is a navigation bar with 'Incidents', 'Check-In', 'Demob', 'Time', 'Cost', 'IAP', and 'Reports' tabs. The 'Reports' tab is active, and the 'Custom' sub-tab is selected. The 'Selected Incident' is 'FROG' and the 'US-MT-BRF-000000' is displayed. Below the navigation bar, there are tabs for 'Report Information', 'Column Builder', 'Criteria Builder', 'Sort Builder', and 'SQL Viewer'. The 'Criteria Builder' tab is currently active, and a red arrow points to the 'Sort Builder' tab. The 'Criteria Builder' tab contains a help section and a table with columns for 'Block Join', 'Criteria Type', 'Inner Join', and 'Criteria Statement'. The table has one row with 'STATEMENT' and 'EMPLOYMENT TYPE is equal to 'AD''. Below the table are buttons for 'Clear Selected', 'Add Block', 'Add Statement', 'Edit Statement', and 'Delete Criteria'.

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 11: Select Sort Fields for the Report and Click on View as PDF to View/Print the Report

**Sort Builder Steps.**

- 1) Add the columns to sort the report by.
- 2) (Optionally) Change the column's sorting order (Ascending/Descending)
- 3) (Optionally) Move a column Up or Down.

**Select Columns (PERSON - PLANS)**

PAYMENT AGENCY
PHONE NUMBER
REASSIGNMENT
REMARKS COST
REMARKS PLANS
REQUEST CATEGORY
REQUEST NUMBER
RESOURCE ID
RESOURCE LEVEL
<b>RESOURCE NAME</b>
RETURN METHOD OF TRAVEL
ROSTERED
SECTION CODE
SECTION DESCRIPTION
SPECIAL INSTRUCTIONS
STATUS
TENTATIVE RELEASE DATE
TENTATIVE RELEASE REMARKS
TENTATIVE RELEASE TIME
TRAINEE
TRAVEL HOURS
TRAVEL METHOD
TRAVEL MINUTES
UNIT ID

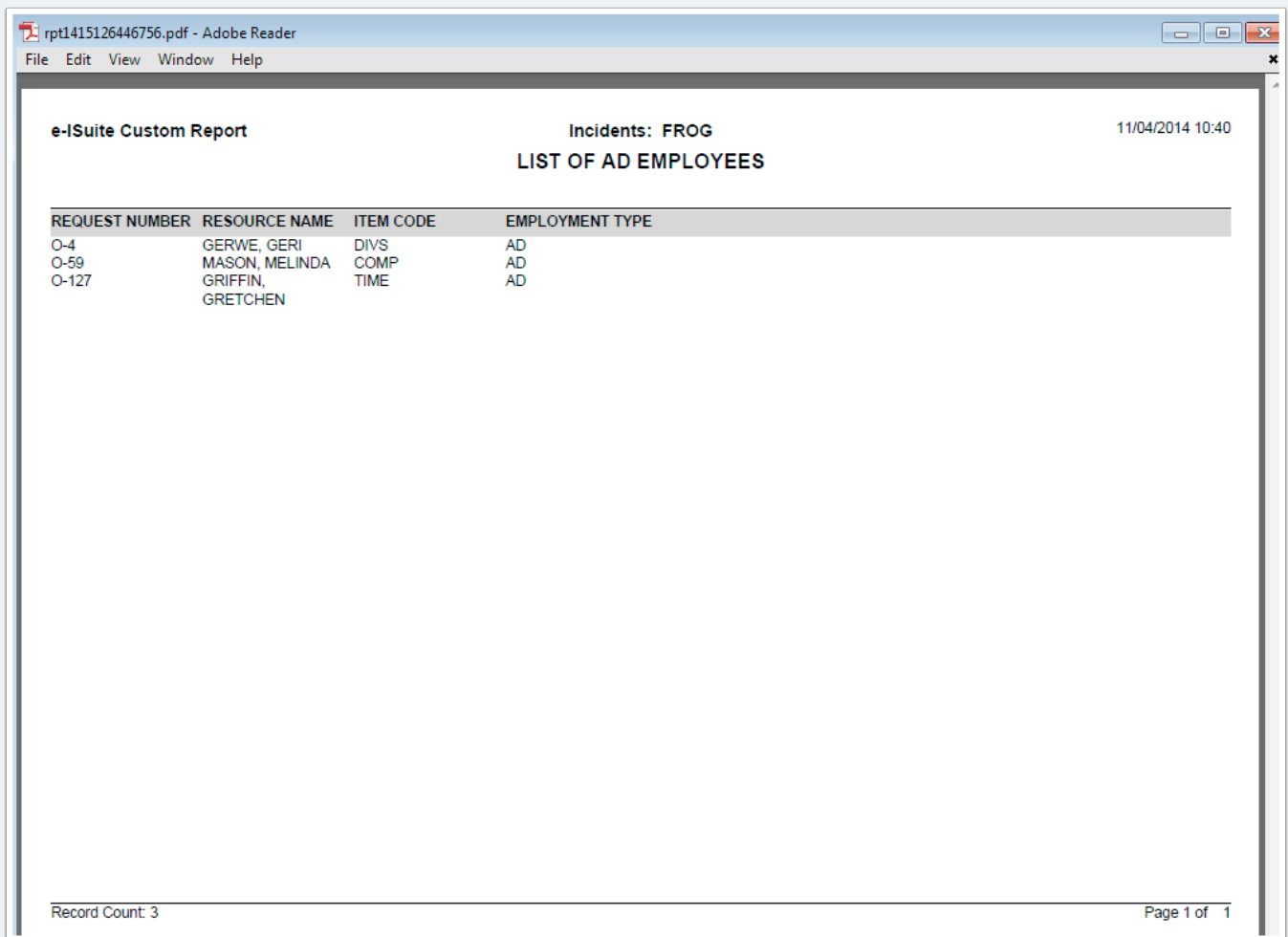
**Report Sort Columns**

Header	Sort Order
REQUEST NUMBER	ASCENDING

**Buttons:** View as PDF, Download Data as Excel, New Report, Save, Cancel, Manage Reports

# 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 13: Save the Custom Report and Click on Manage Reports

e-Suite 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

**Sort Builder Steps.**  
1) Add the columns to sort the report by.  
2) (Optionally) Change the column's sorting order (Ascending/Descending)  
3) (Optionally) Move a column Up or Down.

Select Columns (PERSON - PLANS)

- ACCRUAL
- ACTUAL RELEASE DATE
- ACTUAL RELEASE REMARKS
- ACTUAL RELEASE TIME
- AGENCY
- AGREEMENT NUMBER
- AIR TRAVEL TO DISPATCH
- AIRLINE
- ASSIGN DATE
- CHECK IN DATE
- CHECK IN TIME
- CHECKOUT FORM PRINTED
- CONTRACTED
- CONTRACTOR NAME
- DEMOBILIZATION CITY
- DEMOBILIZATION DATE
- DEMOBILIZATION STATE
- DISPATCH NOTIFIED OF ACTUAL RELE
- DISPATCH NOTIFIED OF TENTATIVE RI
- EMPLOYMENT TYPE
- ESTIMATED ARRIVAL TIME
- ESTIMATED DATE OF ARRIVAL
- FAX NUMBER
- FIRST DAY OF WORK
- FIRST NAME

Report Sort Columns

Header	Sort Order
REQUEST NUMBER	ASCENDING

View as PDF    Download Data as Excel    New Report    Save    Cancel    Manage Reports

# 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 top navigation bar with 'Incidents', 'Check-In', 'Demob', 'Time', 'Cost', 'IAP', and 'Reports' menus. Below this is a sub-menu with 'Plans', 'Time', 'Cost', and 'Custom' options. The 'Manage Reports' table has 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