

# Producing an Aggregate Custom Report

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

The screenshot displays the e-Suite application interface. At the top, the header includes 'e-Suite Site', 'Welcome wdamon', and 'Active Database: TRAININGDB'. Below the header is a navigation bar with several menu items: 'Incidents', 'Check-In', 'Demob', 'Time', 'Cost', 'IAP', and 'Reports'. A red arrow points to the 'Reports' menu item, which is circled with a '2'. To the right of the navigation bar, it says 'Selected Incident: FROG'. Below the navigation bar are several icons and buttons: 'Add Incident', 'Edit Incident', 'Delete Incident', 'ROSS Import', and 'Financial E'. The main area is a table with columns: 'Incident Name', 'Incident #', 'Event Type', 'Start Date', 'Jurisdiction', 'Default Accounting', and 'Default Accounting Code Agency'. The first row of the table is highlighted in yellow and contains the following data: 'FROG', 'US-MT-BRF-000000', 'FIRE - WILDFIRE', '05/01/2014', 'USFS', 'ABCD', and '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

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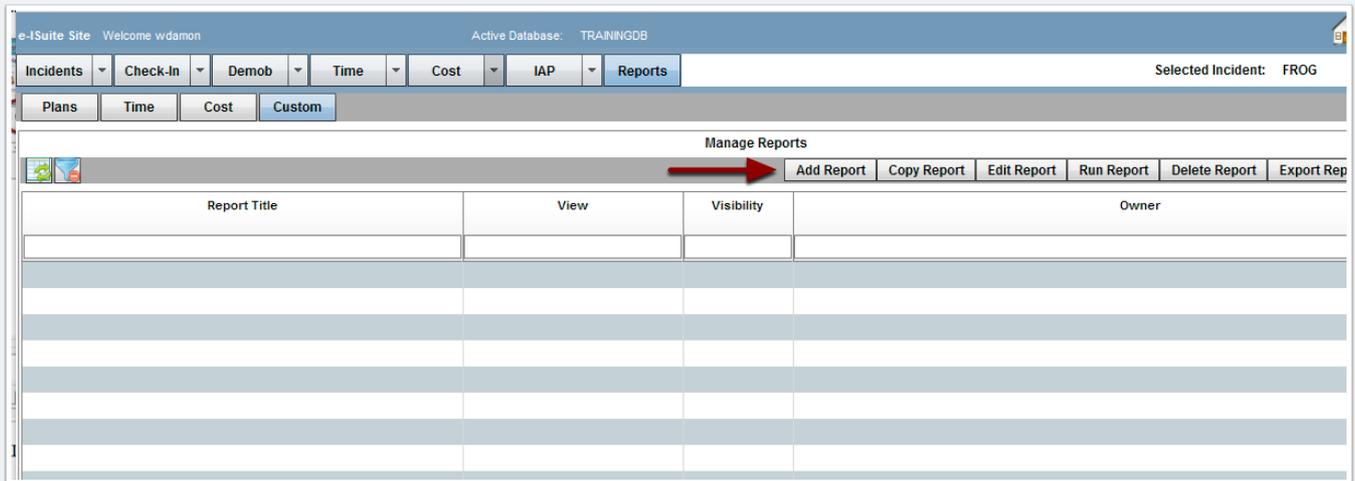
## Step 2: Click on Custom

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 is divided into several sections:

- Resource Reports:** A vertical list of buttons including 'All Resources', 'ICS-209 Resource Count', 'Qualifications', 'Strike Team/Task Force', 'Demob Reports', 'Check-Out Form', 'Demob Planning', 'Available For Release', 'Air Travel Request', 'Last Work Day', 'Actual Demob', and 'Ground Support'.
- Resource Categories:** A list of checkboxes for 'All Resources', 'Aircraft', 'Crews', 'Equipment', and 'Overhead', all of which are checked.
- Group by Section:** A list of checkboxes for 'All Sections', 'Operations', 'Command', 'Logistics', 'Plans', 'Finance', and 'External', all of which are checked.
- Resource Status:** A list of checkboxes for 'All Statuses', 'Checked-In', 'Demobed', 'Reassigned', 'Pending Demob', and 'Filled', all of which are checked.
- Report Sorts (Drag and Drop to Select):** A section with two columns: 'Available' (containing 'Request #', 'Resource Name', 'Item Code', 'Unit ID', 'Agency', 'Status', and 'Check-In Date') and 'Selected' (currently empty). Navigation buttons (>, <, >>, <<) are positioned between the columns.
- Options:** A set of checkboxes for 'Include Strike Team/Task Force Components', 'Subtotals on First Sort', and 'Group by Subsection', all of which are unchecked.
- Buttons:** A 'Show/Hide Instructions' button and 'Preview/Print' and 'Restore Defaults' buttons at the bottom.

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## Step 3: Click on Add Report



The screenshot shows the 'e-Suite Site' interface with the 'Reports' tab selected. The 'Selected Incident' is 'FROG'. Below the navigation tabs, the 'Manage Reports' section is visible, containing 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

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## 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 \*  Visibility  I

Sub Title

Landscape

Line Spacing  Single  One and Half  Double

Description

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

Click to access the Custom Reports area

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

e-!Suite Site Welcome bdamon Active Database: TRAININGDB

Incidents Check-In Demob Reports

Plans 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 \* PERSON - PLANS

Define the characteristics of the report. Define Visibility/Sharing options for the report.

Report Title \* COUNT OF EMPLOYEES BY EMPLOYEE TYPE Visibility Public Private

Sub Title

Landscape

Line Spacing  Single  One and Half  Double

Description

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## Step 6: Select the Column that the COUNT is to be grouped by.

In this case, the report is to count employees by EMPLOYMENT TYPE, so the first column to be included is EMPLOYMENT TYPE.

The screenshot shows the 'Column Builder' interface in the e-Suite software. The 'Report Columns' table is highlighted with a red box, and a red arrow points to the 'EMPLOYMENT TYPE' row. The table has the following structure:

Name	Data Type	Header	Width (pixels)	Format	Aggregate
EMPLOYMENT TYPE	STRING	EMPLOYMENT TYPE	100		

The 'Select Columns (PERSON - PLANS)' list on the left includes the following items:

- DEMOBILIZATION CITY
- DEMOBILIZATION DATE
- DEMOBILIZATION STATE
- DISPATCH NOTIFIED OF ACTUAL RELEASE
- DISPATCH NOTIFIED OF TENTATIVE RELEASE
- EMPLOYMENT TYPE
- ESTIMATED ARRIVAL TIME
- ESTIMATED DATE OF ARRIVAL
- FAX NUMBER
- FIRST DAY OF WORK
- FIRST NAME
- FLIGHT TIME

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## Step 7: Select the column that is to be counted.

When counting Resources, ResourceID is a good field to use because there is a unique ResourceID for every resource.

The screenshot shows the 'Column Builder' step in the e-Suite Reports tool. The interface includes a top navigation bar with 'Incidents', 'Check-In', 'Demob', and 'Reports' tabs. The 'Reports' tab is active, showing 'Selected Incident: FROG' and 'US-MT-BRF-000000'. Below this, the 'Column Builder' step is selected, with a 'Report Title: Count of employees by employee type'. The 'Column Builder Steps' section lists three instructions: 1) Add the columns to include on the report, 2) (Optionally) Edit column characteristics, and 3) (Optionally) Move columns Up or Down. The 'Select Columns (PERSON - PLANS)' list on the left contains various fields, with 'RESOURCE ID' highlighted. A red arrow points from 'RESOURCE ID' to the 'Report Columns' table. The table has columns for Name, Data Type, Header, Width (pixels), Format, and Aggregate. The 'RESOURCE ID' row is highlighted, showing a data type of 'NUMBER' and a width of '100'. The 'EMPLOYMENT TYPE' row is also visible, showing a data type of 'STRING' and a width of '100'. The 'Report Columns' table is currently empty, and the 'Edit', 'Up', and 'Down' buttons are visible on the right side.

Name	Data Type	Header	Width (pixels)	Format	Aggregate
EMPLOYMENT TYPE	STRING	EMPLOYMENT TYPE	100		
RESOURCE ID	NUMBER	RESOURCE ID	100		

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## Step 8: Edit the Column that is to be counted

The Edit Function is where Aggregate Functions are set.

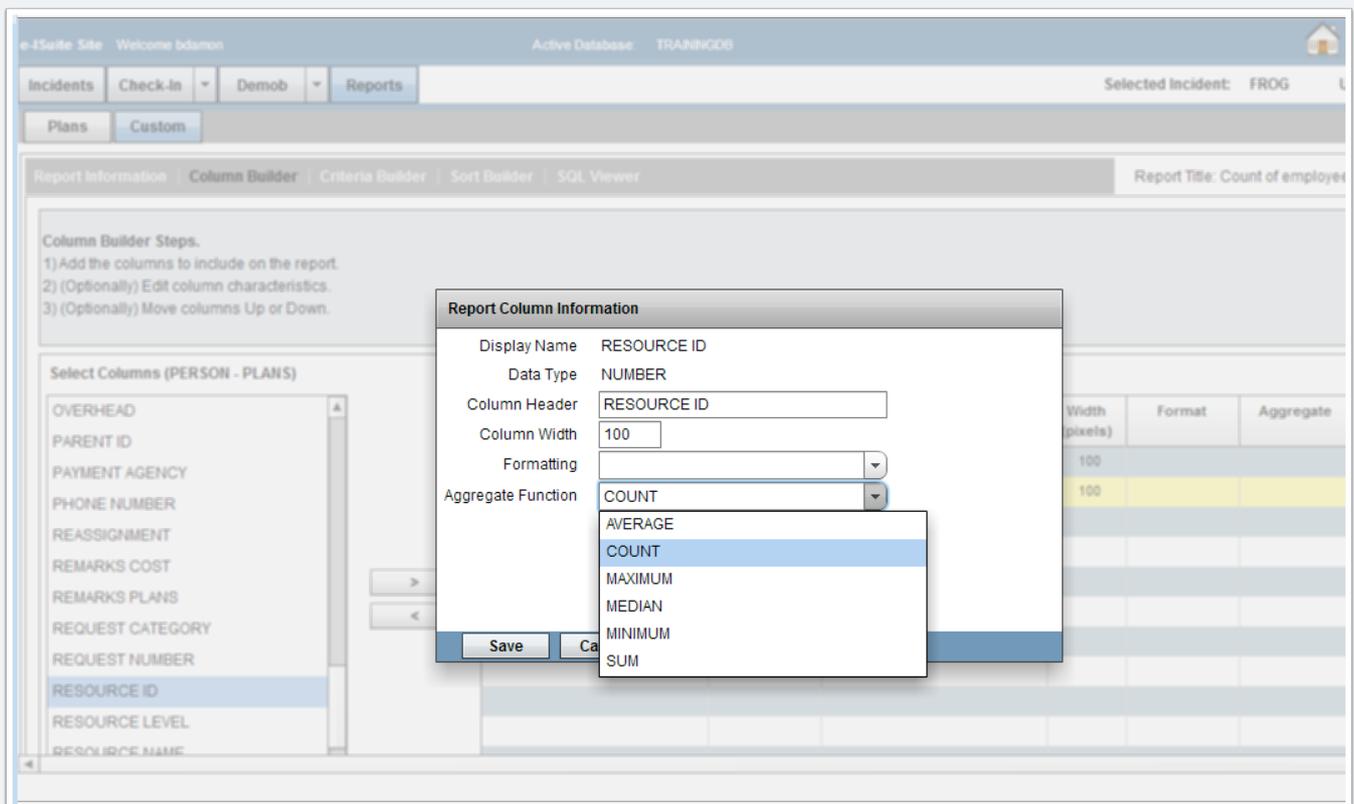
The screenshot displays the 'Column Builder' interface within the e-Insuite application. The top navigation bar includes 'Incidents', 'Check-In', 'Demob', and 'Reports'. The 'Reports' section is active, showing 'Selected Incident: FROG US-MT-BRF-000000'. The 'Column Builder' tab is selected, with a report title of 'Count of employees by employee type'. Below the navigation, 'Column Builder Steps' are listed: 1) Add the columns to include on the report, 2) (Optional) Edit column characteristics, and 3) (Optional) Move columns Up or Down. The 'Select Columns (PERSON - PLANS)' list on the left includes 'RESOURCE ID', which is highlighted. The 'Report Columns' table on the right shows 'RESOURCE ID' with a data type of 'NUMBER' and a width of '100'. A red arrow points to the 'Edit' button for this column, with a tooltip that reads 'Edit the properties of the selected column'. Other buttons like 'Down' and 'Up' are also visible.

Name	Data Type	Header	Width (pixels)	Format	Aggregate
EMPLOYMENT TYPE	STRING	EMPLOYMENT TYPE	100		
RESOURCE ID	NUMBER	RESOURCE ID	100		

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## Step 9: Add the Aggregate Function to be used for the Column that is being counted

In this case, ResourceID is to be counted, so the Aggregate COUNT function is applied to the ResourceID Column.



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## Step 10: Click on Sort Builder to Specify Sort by EMPLOYMENT TYPE

Note: Since this report is counting all employees by EMPLOYMENT TYPE, there is no criteria to specify, so the Criteria Builder Screen is left blank.

The screenshot displays the 'Sort Builder' screen within a web application. The top navigation bar includes 'Incidents', 'Check-In', 'Demob', and 'Reports'. The 'Reports' section is active, showing 'Selected Incident: FROG' and 'US-MT-BRF-000000'. Below this, the 'Plans' and 'Custom' tabs are visible. The main content area is titled 'Sort Builder' and contains the following elements:

- 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):** A list of columns including DEMOBILIZATION CITY, DEMOBILIZATION DATE, DEMOBILIZATION STATE, DISPATCH NOTIFIED OF ACTUAL RELE, DISPATCH NOTIFIED OF TENTATIVE RI, EMPLOYMENT TYPE (highlighted), ESTIMATED ARRIVAL TIME, ESTIMATED DATE OF ARRIVAL, FAX NUMBER, FIRST DAY OF WORK, FIRST NAME, and FLIGHT TIME.
- Report Sort Columns:** A table with two columns: 'Header' and 'Sort Order'. The first row shows 'EMPLOYMENT TYPE' under the 'Header' column and 'ASCENDING' under the 'Sort Order' column.
- Buttons:** 'Toggle Sort', 'Up', and 'Down' buttons are located to the right of the 'Report Sort Columns' table.

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## Step 11: Click on View as PDF to View/Print the Report

The screenshot shows the e-ISuite Reports interface. At the top, there is a navigation bar with 'Incidents', 'Check-in', 'Demob', and 'Reports' tabs. Below this, there are 'Plans' and 'Custom' tabs. The main area is titled 'Sort Builder' and contains instructions for adding columns and sorting. A list of columns is shown on the left, with 'EMPLOYMENT TYPE' selected. On the right, a 'Report Sort Columns' table is visible, with 'EMPLOYMENT TYPE' in the 'Header' row. At the bottom, a row of buttons includes 'View as PDF', 'Download Data as Excel', 'New Report', 'Save', 'Cancel', and 'Manage Reports'. A red arrow points to the 'View as PDF' button.

e-ISuite Site Welcome bdamon Active Database: TRAININGDB

Incidents Check-in Demob Reports

Plans Custom

Report Information Column Builder Criteria Builder **Sort Builder** SQL Viewer

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

Select Columns (PERSON - PLANS)

DEMobilIZATION CITY
DEMobilIZATION DATE
DEMobilIZATION STATE
DISPATCH NOTIFIED OF ACTUAL REL
DISPATCH NOTIFIED OF TENTATIVE RI
<b>EMPLOYMENT TYPE</b>
ESTIMATED ARRIVAL TIME
ESTIMATED DATE OF ARRIVAL
FAX NUMBER
FIRST DAY OF WORK
FIRST NAME
FLIGHT TIME
INCIDENT JETPORT
INCIDENT NAME
INCIDENT NUMBER
ITEM CODE

Report Sort Columns

Header
EMPLOYMENT TYPE

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

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## Step 12: View or Print the Report from the PDF Reader Application

The screenshot shows the Adobe Reader interface displaying a PDF report. The report title is "e-ISuite Custom Report" and the subject is "COUNT OF EMPLOYEES BY EMPLOYEE TYPE". The report data is as follows:

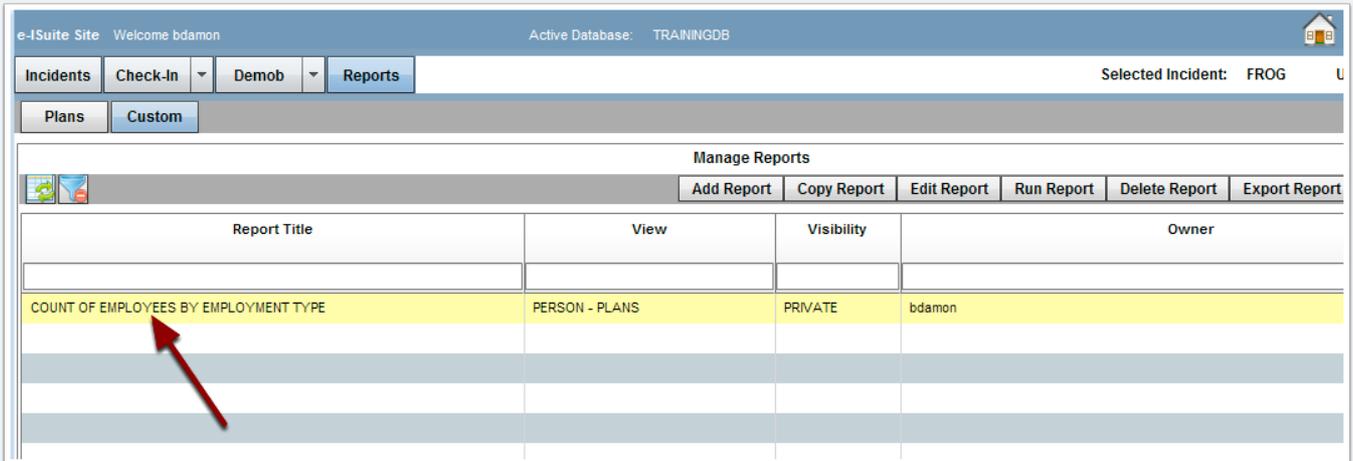
EMPLOYMENT TYPE	RESOURCE ID
AD	3
FED	8
OTHER	11
	361

A red arrow points to the "OTHER" row in the table. A blue callout box contains the text: "There are 3 AD's, 8 FED's, 11 Others, and 361 People with no entry in the Employment Type Column."



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## Step 14: The Custom Report is saved as a Private Report with a Title of COUNT OF EMPLOYEES BY EMPLOYMENT TYPE



The screenshot shows the 'Manage Reports' section of the e-ISuite application. The interface includes a navigation bar with 'Incidents', 'Check-In', 'Demob', and 'Reports' tabs. The 'Reports' tab is active, and the 'Custom' sub-tab is selected. 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 report title 'COUNT OF EMPLOYEES BY EMPLOYMENT TYPE', view 'PERSON - PLANS', visibility 'PRIVATE', and owner 'bdamon'.

Report Title	View	Visibility	Owner
COUNT OF EMPLOYEES BY EMPLOYMENT TYPE	PERSON - PLANS	PRIVATE	bdamon