



## Unit 9 – Enterprise Agenda - Instructor

1/8/2015 1:38 PM version

Unit 9 – Enterprise	Instructor	Time
<p><u>NAP Accounts</u></p> <ul style="list-style-type: none"> <li>• Use in Enterprise</li> <li>• NAP Account Process – see NAP website</li> </ul> <p><u>Enterprise Account Manager Role:</u></p> <p>User Accounts Overview</p> <ul style="list-style-type: none"> <li>• Logging into Enterprise</li> <li>• Adding Users from NAP</li> <li>• Password changes done through NAP</li> <li>• Editing User Accounts</li> <li>• Deleting User Accounts</li> </ul> <p>Recover Account Manager/Create New Account</p> <p>Adding Users to an incident(s):</p> <ul style="list-style-type: none"> <li>• Adding a User Account to an Incident</li> <li>• Removing a User Account from an Incident</li> <li>• Adding Users from a User Group using the User Access List for a single incident.</li> </ul> <p>Add an Incident</p> <ul style="list-style-type: none"> <li>• Data Steward role required</li> <li>• Incidents – Add, Edit,               <ul style="list-style-type: none"> <li>○ Delete Incidents</li> <li>○ Adding Accounting Codes</li> </ul> </li> </ul> <p>User Groups in Enterprise – Data Steward role required</p> <ul style="list-style-type: none"> <li>• Adding User Groups</li> <li>• Editing User Groups</li> <li>• Deleting User Groups</li> </ul> <p>Incident Groups – Data Steward role required</p> <ul style="list-style-type: none"> <li>• Creating Incident Groups               <ul style="list-style-type: none"> <li>○ Assigning Users to the Incident Group                   <ul style="list-style-type: none"> <li>▪ Add Users</li> <li>▪ Add Users from Group</li> <li>▪ Remove Users</li> </ul> </li> </ul> </li> <li>• Edit Incident Groups</li> <li>• Delete Incident Groups</li> </ul> <p>View/Hide Incidents</p>		



#### Resource Inventory Button

- Edit Permanent Resource
  - Resource Name
  - Item Code
  - Cell Phone
- Add Resource from Inventory - Enterprise
  - Choose Resource(s) from Inventory to add to incident
  - Complete Check-in data fields.
  - Roster from Resource Inventory
- Resource Inventory - Enterprise
  - Customize User Data icon
    - Include/Exclude

#### Restoring an Incident

- Site – backup copy
- Enterprise – call the Help Desk

#### Reference Data – Non-Standard (Enterprise/Site)

- Agencies
- Unit IDs
- Jetports
- Item Code