Data Transfer

- Access the e-ISuite website at: **http://eisuite.nwcg.gov**
- Contact the Helpdesk at: **(866) 224-7677**

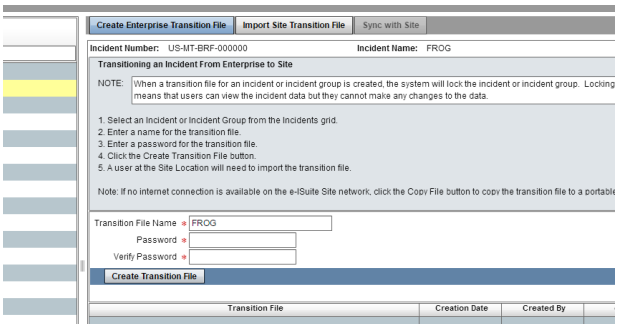
Data Transfer Overview

1. e-ISuite is comprised of an Enterprise and a Site system. The Enterprise will communicate with the Site, so the data in both systems is current. Data transefers between Enterprise and Site will always be initiated by Site.
2. Data transfers can occur either directly from the Site server when the Internet is available or by another means (e.g., flash drive) when the Internet is unavailable at Site.
3. The term Transition refers to the process of turning over the control of an Incident from one system (e.g. Enterprise) to another system

Transitioning an Incident from Enterprise to Site

Creating Enterprise Transition File

1. Log into Enterprise.
2. On the Home page, select the **Incidents** button.
3. Click the **Data Transfer** button.
4. On the Data Transfer page, select **Create Enterprise Transition File**.
5. Select an Incident or Incident Group from the incidents grid.
6. Enter a name for the transition file.
7. If needed, change the name of the transition file.
8. Click the **Create Transition File** button.
9. A user at the Site location will need to import the transition file.
10. The transition file appears in the grid. The system locks the incident that was included in the transition file.
11. To unlock an incident in Enterprise, the user must import a transition file that includes that incident.



Importing the transition file into Site via the Internet

1. Log into Site.
2. On the Home page, select the **Incidents** button.
3. Click the **Data Transfer** button.
4. On the Data Transfer page, select **Import Enterprise Transition File**.
5. Click the **Transition via Internet** button.
6. Enter a valid NAP **User Name** and **Password** click the **OK** button.
4. Select the transition file and click the **Continue** button.
5. Enter the password for the transition file and click the **Continue** button.

Importing the transition file into Site via File

1. On the Data Transfer page in Site, select **Transition to Enterprise**.
2. Click the **Browse for File** button.
3. Browse to the location where the Enterprise transition file is saved.
4. Select the transition file and click the **Open** button.
5. Enter the password for the transition file and click the **OK** button.

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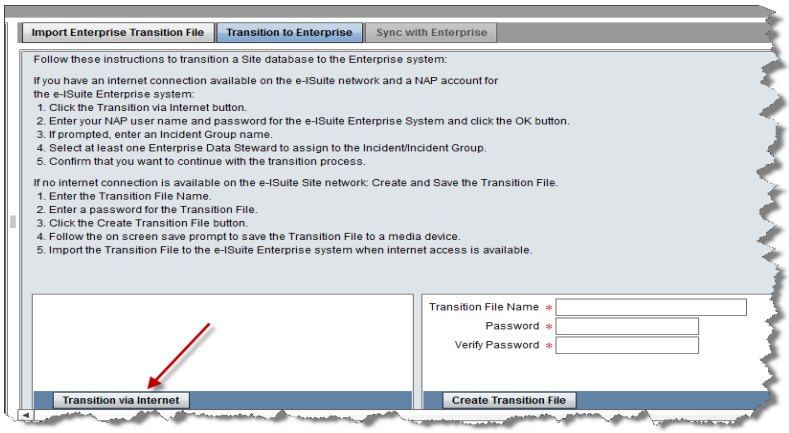
Transitioning an Incident from Site to Enterprise

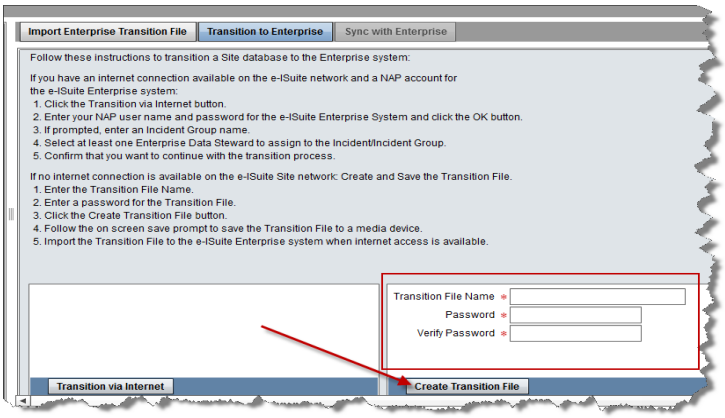
Importing the transition file into Enterprise via the Internet

1. On the Data Transfer page in Site, select **Transition to Enterprise**.
2. Click the **Transition via Internet** button.
3. Enter a valid NAP **User Account** and **Password** and click the **OK** button.
4. The system will show a list of Data Steward Accounts that the user can assign to the Incident/Incident Group when the transition is complete. Select a User Account and click the **Select** button to select the User Account.
5. Click the **Continue** button to continue with the transition process. Click **Cancel** to stop the transition process.



Importing the transition file into Enterprise via a File

1. On the Data Transfer page in Site, select **Transition to Enterprise**.
2. Enter a **Transition File Name**.
3. Enter a **Password** for the Transition File. Enter the password a second time into the **Verify Password** field.
4. Click the **Create Transition File** button.
5. The system opens a Save window. Browse to the location where the Transition File is to be saved and click the **Save** button to save the file.
6. Click the **Continue** button to continue with the transition process. Click **Cancel** to stop the transition process.



7. Log in to Enterprise.
8. From the Home page select the **Incidents** button.
9. Select the **Data Transfer** button.
10. Select **Import Site Transition File**.
11. Click the **Import Transition File** button.

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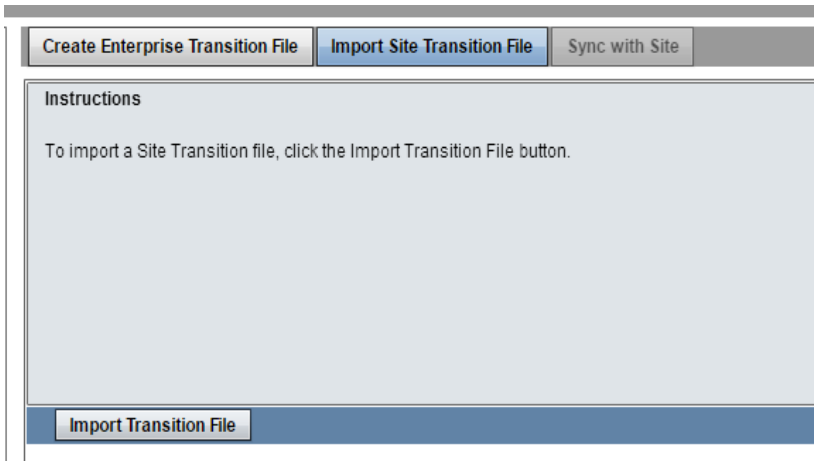
Transitioning an Incident from Site to Enterprise cont'd

12. Browse to the file location of the Transition File.
13. Select the Transition File and click the **Open** button.
14. Select a Data Steward to assign to the Incident or Incident Group.
15. The Data Steward selected above can then manage the Incident/Incident Group in Enterprise by returning to the Incidents screen.