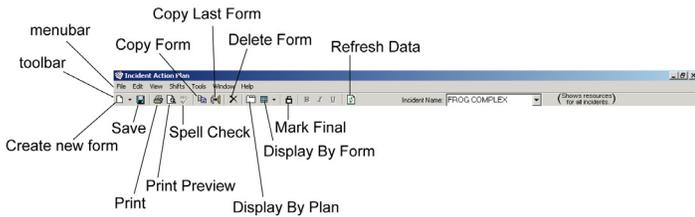


Quick Reference

IAP

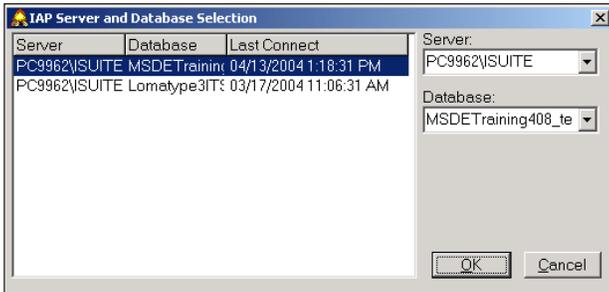
IAP toolbar and toolbar buttons



Setting up your IAP

To create an IAP database

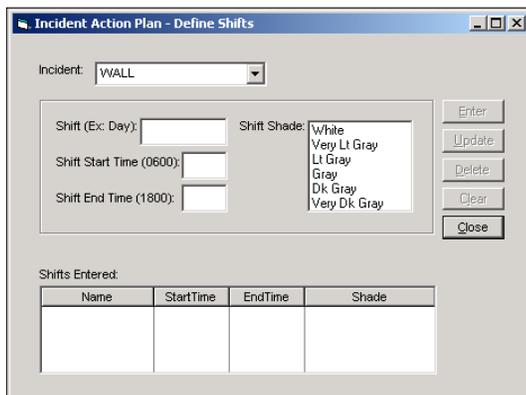
1. On your **Desktop**, double-click the **IAP** icon.
2. On the **IAP Server and Database Selection** dialog box, click the **Server** drop-down arrow, and then click to select the **Server Name** of your choice.
3. Click the **Database** drop-down arrow, and then click to select the **Database Name** of your choice.



To define shift names and times

You must define shift names and times before you can create IAP forms. You can define as many color-coded shifts as you need, so that you won't confuse day shift forms with night shift forms.

1. Log on to **IAP**.
2. On the **Shifts** menu, click **Define Shifts**.
3. On the **Incident Action Plan - Define Shifts** dialog box, complete the following
 - Shift
 - Shift End Time
 - Shift Start Time
 - Shift Shade.
4. To save the new shift, click the **Enter** button.
5. When finished creating all shifts, click the **Close** button.

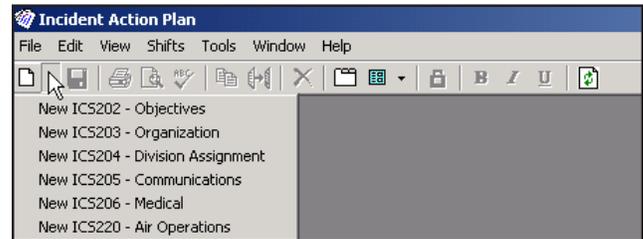


Understanding basic form navigation

- IAP automatically enters the Incident Name, Date, and Time.
- The Date and Time Prepared boxes display the current date and time.
- The Operational Period box displays the current date and day.
- If preparing a form for a different date other than the current date, you can manually edit the Operational Period box.
- You must save a form after editing. IAP does not automatically save your forms. If you close a form without first saving it, IAP displays a prompt.
- For the most part, you can manually edit or override almost every entry in a form.

To create a new form

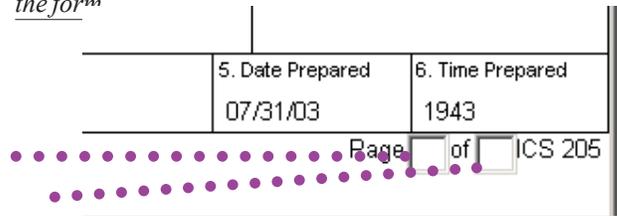
- On the **File** menu, click **New Form** or click the **New Form** icon on the **IAP toolbar**, and then click to select the form of your choice.



To show multiple page numbers on a form

1. Using the scroll bar, scroll to the bottom of the new form of your choice.
2. In the **Page ___ of ___** boxes, type to replace the **page numbers** of your choice.

For example, for a two-page form, type Page 1 of 2 on the first page, and then type Page 2 of 2 on the second page of the form



To finalize a form

Until you mark it as "final," forms are automatically marked "draft" at the top and bottom of each page.

- On the **Tools** menu, click **Mark Final**, or click the **Padlock** icon.

Getting help

- Access the I-Suite website at: <http://isuite.nwcg.gov>
- Contact the I-Suite Helpdesk at: (866) 224-7677