



# User Manual

## Esuite

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# Introduction

The **Esuite** Asset Management Tool was designed to aid in tracking Equipment deployed on emergency response incidents. Application features are divided into two groups, Manage Equipment and Run Reports are available to all users, while Manage Users and Manage Database are restricted to admin users.

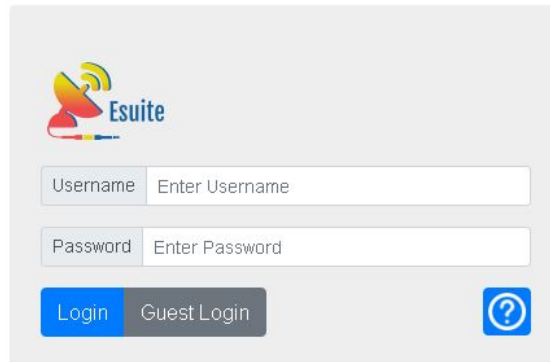


# Installation and Setup

(installer screenshot)

# Login

Access to the system is controlled by User Login and Guest Login. Guest Login can be configured by an Admin user from the Manage Users tab. The Guest Login button will be hidden, unless enabled in the Manage User tab. Login is available to desktop and mobile devices. When logging in, Regular users are taken to the Manage Equipment tab, while Admin users are taken to the Manage Users tab.

The image shows a login interface for a system named 'Esuite'. At the top left is the Esuite logo, which consists of a stylized satellite dish icon in red and yellow, followed by the word 'Esuite' in blue. Below the logo are two input fields: the first is labeled 'Username' and contains the placeholder text 'Enter Username'; the second is labeled 'Password' and contains the placeholder text 'Enter Password'. Below these fields are two buttons: a blue 'Login' button and a grey 'Guest Login' button. To the right of these buttons is a blue circular icon containing a white question mark.

## WARNING TO USERS OF THIS SYSTEM

Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030. This statute states that: Whoever knowingly, or intentionally accesses a computer without authorization or exceeds authorized access, and by means of such conduct, obtains, alters, damages, destroys, or discloses information or prevents authorized use of data or a computer owned by or operated for the Government of the United States shall be punished by a fine under this title or imprisonment for not more than 10 years, or both. All activities on this system and network may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crimes found on this US Government computer system. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE. REPORT UNAUTHORIZED USE TO AN INFORMATION SYSTEMS SECURITY OFFICER.

## User Login

System User accounts are created by Admin Users. Please contact an Admin User or System Administrator for access to this system. Enter Username and Password, then click the Login button.

## Guest Login

Guest Login allows users to access the system, without needing a Username and Password. If Enabled, the Guest Login button will appear next to the Login button. Username and Password are not entered when using Guest Login.

# Navigation

Navigation is designed to provide access to the four main functions of the app, Manage Equipment, Run Reports, Manage Users, and Manage Database. This navigation is implemented through the main navigation bar at the top of the screen. The Manage Equipment and Run Reports tabs are visible to all users, while the Manage Users and Manage Database tabs are visible to Admin users only. In addition, the name of the current user is displayed next to the Help and Logout buttons on the right on the nav bar.

## **Regular User Navbar**

## **Admin User Navbar**

# Manage Equipment

The Manage Equipment tab is available to all users. It provides features including View, Create, Batch Create, Update, Delete, and Verify Equipment. The control bar at the top of the Manage Equipment view controls Create, Batch Create, and Verify Equipment functions. Manage Equipment is available to desktop and mobile devices.

(manage equipment screenshot)

## View Equipment

The left hand side of the screen will display a table of all Equipment in the database. A search bar is available to search all columns shown in the table, and all columns can be sorted alphabetically. Selecting a record in the table will put the form in Edit (Update) mode.

The screenshot shows the 'Manage Equipment' interface. At the top, there's a navigation bar with 'Esuite', 'Equipment' (selected), and 'Reports'. On the right, there are links for 'Help', 'Guest', and 'logout'. Below the navigation bar, there's a search bar and a verification date 'Tue Apr 09 2019'. There are also buttons for 'Add Equipment' and 'Batch Add Equipment'. The main area is divided into two parts. On the left, there's a table of equipment with columns: Serial Number, Type, Model, Status, and Checked Out To. The table contains several rows of equipment records. On the right, there's a form for editing equipment details. The form has sections for 'Equipment Details' (Serial #, Type, Vendor, Model, Location, Status, Notes) and 'Check out Details' (Name, Phone #, Resource #, Job Code). There is a 'Create' button and a checkbox for 'Clear form after saving'.

Serial Number	Type	Model	Status	Checked Out To
B201375B	Computer	Type1	Checked In	
B200347B	Computer	Type1	Checked Out	Finance
B198460B	Computer	Type1	Checked Out	Resources
B345673B	Computer	Type1/CP	Checked In	
NIFC-KIT2-BOX4-3	Radio	Logs Radio	Checked In	
B199247B	Network	8-port switch	Checked Out	
notes test2	Radio		Checked In	

**Equipment Details**

Serial #

Type

Vendor  Model

Location  Status

Notes

**Check out Details**

Name  Phone #

Resource #  Job Code

☒ Clear form after saving

## Create Equipment

Creating Equipment will add a new record to the Equipment table. The Serial # field is required to contain information. Saving the equipment Status to 'Checked In' will clear all Check Out Details.

(create screenshot)



## Batch Create Equipment

This feature is designed to create multiple pieces of Equipment having the same base serial number. In the case of Radio equipment, the serial number of a radio includes the kit serial number, with the radio number appended to the end.

(batch create screenshot)

## Update Equipment

This button will update changes to the currently selected Equipment. The Serial Number of the Equipment cannot be changed. Saving the equipment Status to 'Checked In' will clear all Check Out Details.

(update screenshot)

## Delete Equipment

This button will delete the currently selected Equipment.

**WARNING!** This operation can not be un-done.

## Verify Equipment

This button is designed to display the date of the last manual equipment inventory check. Clicking the button will set the verification to the current days date.

# Run Reports

The Run Reports tab provides functionality to allow all users to preview and export Equipment reports from the system. These reports are displayed by selecting a report type from control bar, and downloaded by using the Download Report button. Run Reports is not available for mobile devices.

(manage reports screenshot)

## Preview Report

## Download Report

Reports are downloaded in a MS Excel compatible .csv file. These reports can then be further customized using Excel functionality.

# Manage Users

The Manage Users tab is available only to Admin users. It provides features including View, Create, Update, and Delete Users. The control bar at the top of the Manage Users view controls Create, Guest Login, and Guest Access Level functions. Manage Users is available to desktop and mobile devices.

## View Users

The left hand side of the screen will display a table of all Users in the database. A search bar is available to search all columns shown in the table, and all columns can be sorted alphabetically. Selecting a record in the table will put the form in Edit (Update) mode.

Username	Access Level
admin	Admin
regular	Regular
jCahill	Regular
rAtkins	Regular
aCabreros	Admin
dAkhterov	Regular
aKuzmiankov	Admin
jFong	Regular
sNeal	Admin

## Create User

Creating a User will add a new record to the User table. The Username, Password, and Retype-Password fields are required to contain information. The Username field must contain at least 5 characters, and consist of only letters and numbers. The Password fields must be 12 characters long, and include one Uppercase, LowerCase, Number, and Special Character.

Username	<input type="text" value="Enter Username"/>
Password	<input type="password" value="Enter Password"/>
Re-Password	<input type="password" value="Re-Enter Password"/>
Type	<div>Regular</div>
<div>Create</div>	

## Update User

This button will update changes to the currently selected User. The Username of the User cannot be changed. A user can not modify their own user account.

Username	<div>regular</div>
Password	<input type="password" value="Enter Password"/>
Re-Password	<input type="password" value="Re-Enter Password"/>
Type	<div>Regular</div>
<div>UpdateDelete</div>	

## Delete User

This button will delete the currently selected User. A user can not delete their own user account.

**WARNING!** This operation can not be un-done.

## Enable Guest Login

This button will toggle whether Guest Login to the system is allowed.

(nav bar screenshot)

## Set Guest Access Level

This button will toggle the Guest Access Level between Regular and Admin access levels.

# Manage Database

The Manage Database tab is available only to Admin users. It provides features including Backup, Restore, and Set Auto Database Backups. Manage Database is not available for mobile devices.

(manage database screenshot)

## Backup Database

The Backup Database feature will download a copy of the database in its current state as a .db file to the users browser. This file can be used later to recover the database, or move it to another installation of the application.

## Restore Database

The Restore Database feature will overwrite the current database, including all data and users, from the .db file provided by the user.

**WARNING!** All existing data will be lost. Ensure to make a backup before restoring database from file in the event a rollback is required. Ensure you have valid user credentials to database being restored.

## Set Auto Backups for Database

The Auto Backups feature will periodically backup a copy of the current database to the server machine to the location and at the interval specified by the user. A copy of the database will also be saved in the application data directory.