Merge

Getting Help

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

Merging databases
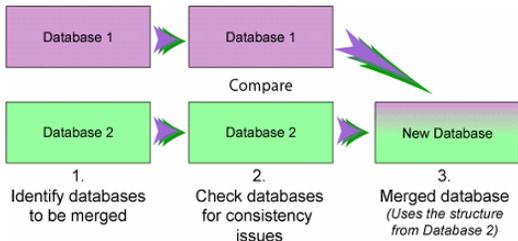
Merge process

Tips for merging databases

1. When two databases are merged together, the original databases remain unchanged and attached to the I-Suite application.

2. In most cases, select the smaller of the two databases as **Database 1**.

3. If you want to merge incidents that are within the same database, you must create a **New Blank Database** and merge the existing database into the new blank database. Make sure to select the new blank database as **Database 1** and the existing database as **Database 2**.

Prior to merging databases

1. When merging databases that have multiple incidents with multiple accounting codes, please contact the Help Desk for assistance.

2. Create a backup copy of both databases prior to merging the databases together.

3. Make sure that all I-Suite applications are closed, except the one in which you are merging the databases.

4. Make sure you are merging the databases on the server computer.

5. Make sure all Cost Accruals are Finalized and Exported before merging the databases.

WARNING: If the Cost Accruals have not be Finalized and Exported before merging the databases, the Cost Accruals may not be accurate the next time you perform a Cost Accrual Extract.

To merge two databases

1. From the **Modules** menu, select the **Database Admin** option.

2. If needed, click the **Attach** button to attach the databases that you plan to merge.

3. Click the **Merge** button on the Database Admin window.
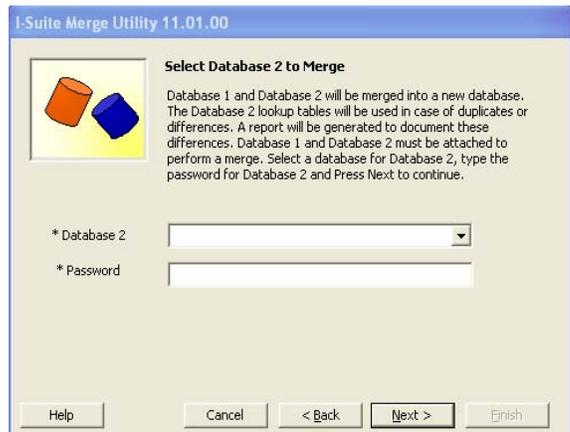
Merging databases

4. When the **Welcome to I-Suite Merge** window displays, click the **Merge two I-Suite databases into a single database** option. Then click the **Next** button.
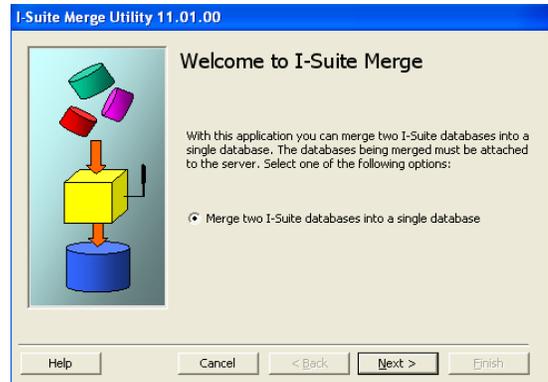
5. From the **Database 1** drop-down list, select the first database to include in the merge. Then enter the database's **Password**. Click the **Next** button to continue.
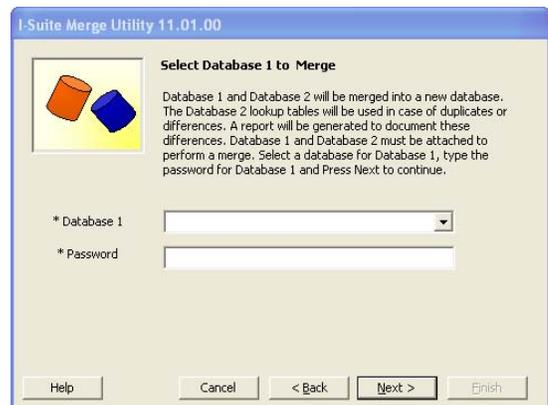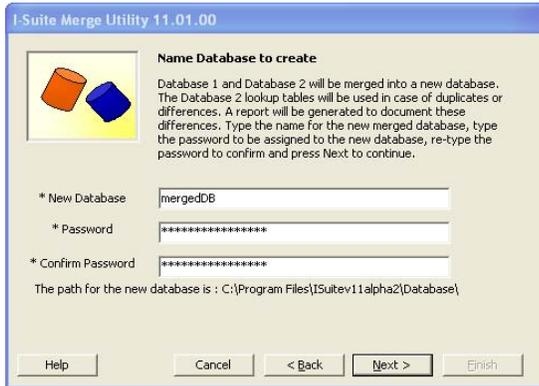

6. From the **Database 2** drop-down list select the second database to include in the merge. Then enter the database's **Password**. Click the **Next** button to continue.

7. Enter a name for the new, merged database in the **New Database** box. Then enter a **Password** for the merged database. Enter the password a second time in the **Confirm Password** box to ensure it was entered correctly.

*If there are open connections to one of the databases, a warning displays. Click the **Yes** button to close the connections and continue with the process. If you want to cancel the process, click the **No** button.*

8. On the **Ready to Check Databases** window, click the **Check Databases** button.
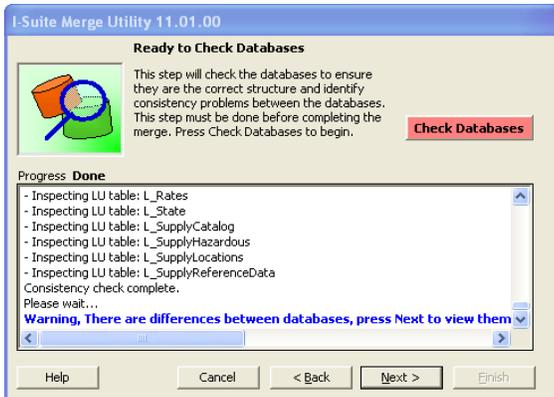
9. Complete one of the following based on the merge results:

   a. If the message **Warning, there are differences between databases, press Next to view them** displays, click the **Next** button. This allows you to review, print and analyze the differences.

   Generally, you do not need to perform any manual editing, because differences are handled through the merge process.

   When merging a prior year database to a current year database, it is common to see differences, because of changes made to the standard database. To maintain the integrity of your data, make sure you print off the list of differences to analyze later.

   b. If the message **Done, no differences found Press Next to complete the merge** displays, click the **Next** button.

10. When the **Ready to Complete the merging process** window displays, click the **Merge** button.
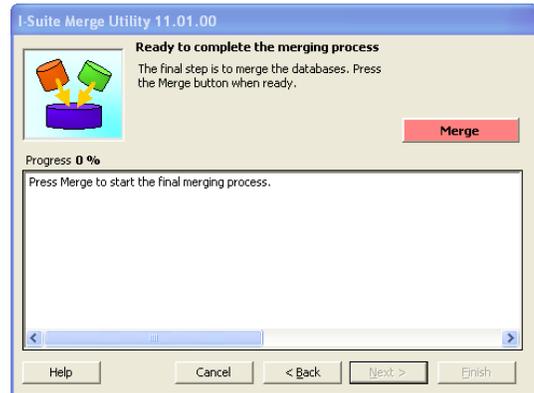
11. Once the merge is complete, click the **Next** button.

12. When the question **Are there any incidents that need to be combined into a single incident?** displays, click **No** to keep all of the incidents separate and proceed to step 13. Click **Yes** to select the incidents to combine in the merged database.

   a. If you selected **Yes** to combine incidents, the **Select incidents to Combine** window displays. In the **Incidents Available** frame, select the incidents to combine, and then click the **>** button. To combine all incidents into one, click the **>>** button.
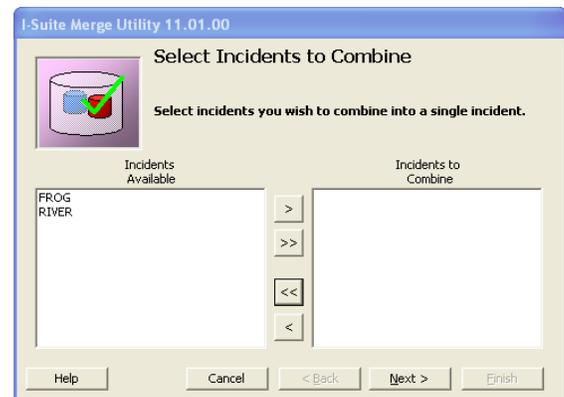
   b. Once all of the Incidents you want to combine are listed in the **Incidents to combine** frame, click the **Next** button.

Merging databases

c. In the **Incidents to combine** frame on the **Select Combined Incidents Name** window, click the incident into which the other incidents will be merged. The name of the selected incident displays in the **Combined Incident Name** field. Click the **Next** button.

d. If there are Resources that are potentially duplicate in the merged incident, a **Potential Duplicate Resources Report** displays. You can print, preview or export this report. After viewing the report, close it to continue with the merge process.

13. On the **Merge Process Completed** window, you can either click the **Finish** button to complete the merge process or click the **Combine Other Incidents** button if you need to merge additional incidents together. When you click the **Combine Other Incidents** button, repeat steps **12 a-d** to merge the additional incidents together.