

Importing ROSS data files



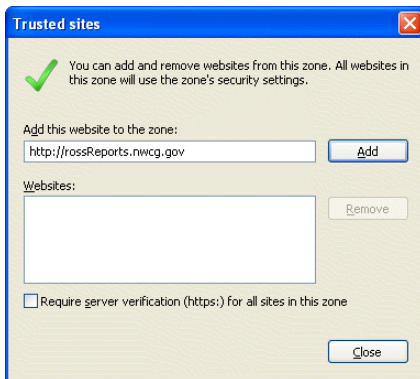
Getting Help

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

Internet Settings

Check Internet Settings Prior to Download

1. In Internet Explorer, select the **Tools** menu and **Internet Options**.
2. Click the **Security** tab and select the **Trusted sites** option.
3. Click the **Sites** button.
4. In the **Add this website to the zone** box, enter <http://rossreports.nwcg.gov> and click the **Add** button.
5. Click the **Close** button to close the Trusted sites window.



6. Close Internet Explorer.

Downloading a data file

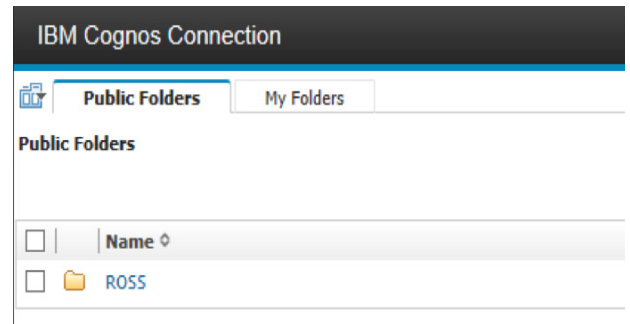
To download a ROSS data file

This process can be run either from ROSS or directly from Internet Explorer. If you run this process from ROSS, select the Administration/Reports Menu option, then skip to step 6. When running the process directly from Internet Explorer, complete all steps.

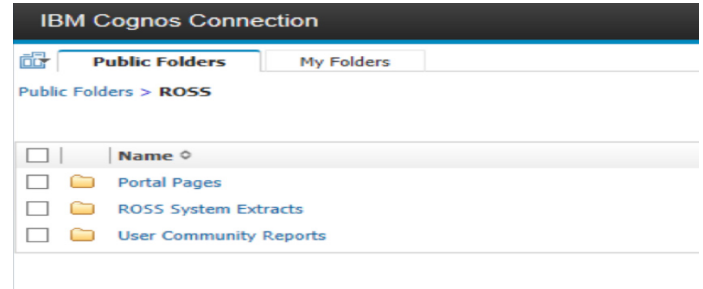
1. Open Internet Explorer.
2. In the **Address** box, enter <http://rossreports.nwcg.gov/cognos/cgi-bin/cognos.cgi>
3. Enter your ROSS User ID and Password. Click OK to login to Cognos.

Downloading a data file

4. Click on the ROSS Folder in the Public Folders tab.



5. In the ROSS Folder, click on the ROSS System Extracts folder.



6. Select the I-Suite Import File option.
7. Click the **Incident** label on the top left side of the page to expand or collapse the incident selection area.



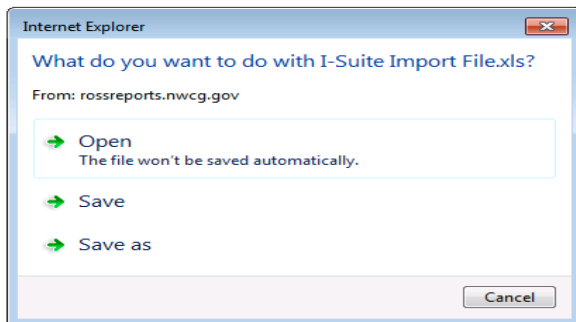
8. To filter the list of incidents, enter the filter criteria and click the **Filter** button.

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Downloading a data file

9. Select an incident from the list.
10. To Download the File, hold the CTRL Key down when you click “View Report” until you get the “Save as” dialog box.
11. You will be presented with a File Save Dialog Box. If you click on “Save” your ROSS Import File will be saved in your default save location with a name of I-Suite Import File.xls. If you click on Save As, you may save the file to a different location with a different name. The file must be saved as File Type .xls.

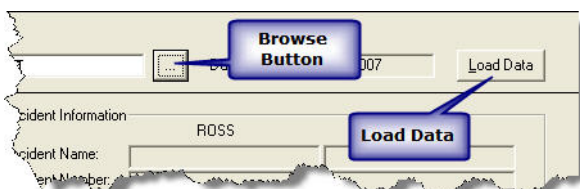


12. Click Log Off in the IBM Cognos Connection Menu Bar.
13. Click the **Log On/Off** option on the top right corner of the page.
14. Close Internet Explorer.

Importing the data file into I-Suite

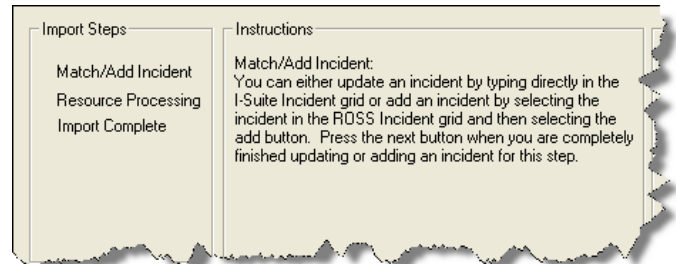
To import a ROSS data file into an I-Suite database

1. On the computer being used as the server, open the **I-Suite** application.
2. From the **Module** drop-down menu, select the **Database Admin** option.
3. When the Database Admin window displays, click the **Import Data** button.
4. On the **ROSS Import** screen, click the **Browse** button next to **Import File Name** to find the appropriate file. Use the window that displays to locate the file. Click the file, and then the **OK** button. When the Ross Import window redisplay, click the **Load Data** button.



Importing the data file into I-Suite

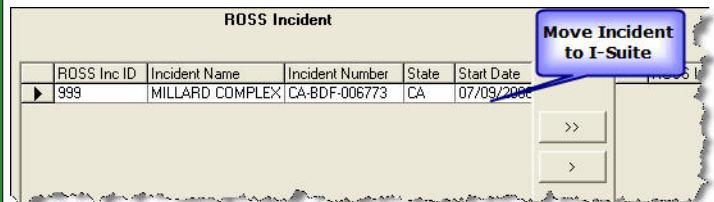
A list of import steps displays on the window after the data is loaded. If a step is crossed out, that step was completed. The steps that display are based on whether you are importing to a database with existing data or a blank database.



Importing ROSS incident data

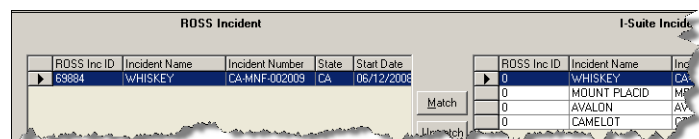
To import an incident into an I-Suite database

1. On the ROSS Import screen, click the >> button to move the incident from the ROSS Incident grid to the I-Suite Incidents grid. Then click the **Next** button. The following example shows importing a ROSS incident into an I-Suite database.

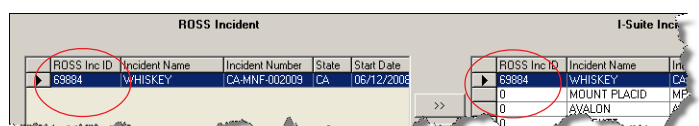


To match a ROSS incident to an I-Suite incident

1. On the **ROSS Import** screen under the **ROSS Incident** grid, click the **ROSS Incident** you want to select.
2. Under the I-Suite Incidents grid, click the **I-Suite Incident** you want to select. Then click **Match** and **Next**. The following example shows a ROSS incident about to be matched to an I-Suite incident.



This portion of the screen shows the resulting ROSS incident matched to the I-Suite incident.



Importing ROSS data files



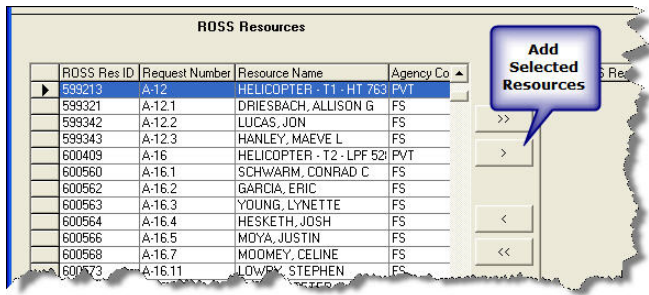
Importing ROSS resources

To import ROSS resources into a blank I-Suite database

1. To add all resources listed under the **ROSS Resources** grid, click >> OR
2. To select individual resources under the **ROSS Resources** grid, hold down **CTRL** and click each **ROSS Resource** you want to include. Then click > and **Next**.

Any Resources not moved to the I-Suite Resources grid at this time will be excluded during this import and all subsequent imports. If resources were excluded in error, see the "Exclude Resources" section to view and import the excluded resources.

The following example shows individual ROSS resources selected.



Validating Resources

To unmatch resources (Match 1 and Match 2)

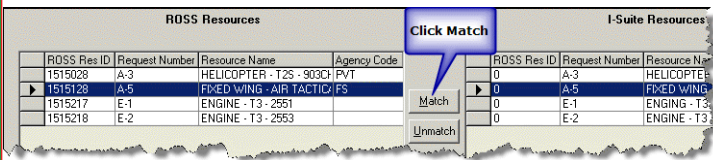
1. Under the **I-Suite Resources** grid, click the **resource** that should not be matched. Then click **Unmatch**. If the data is the same for the resources that do not match, you can type directly into the I-Suite Resources grid to edit the resource data.
2. When finished editing I-Suite resources, click **Next**.

Remember to review the Import Steps to keep track of where you are in the import process.

To match resources (Match 1 and Match 2)

1. Under the **ROSS Resources** grid, click the **resource** that should be matched.
2. Under the **I-Suite Resources** grid, click the corresponding **resource** that should be matched, and then click **Match**. If the resource is a match but the data is not the same, you can type directly into the I-Suite Resources grid to edit the resource data.

The following screen shows manually matching a resource.



Validating Resources

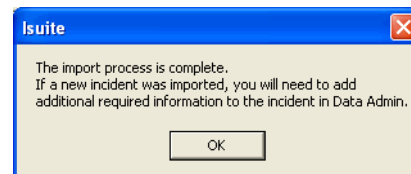
To manually add resources

1. To add all resources listed under the **ROSS Resources** grid, click >> OR
2. To select individual resources under the **ROSS Resources** grid, hold down **CTRL** and then click each **ROSS Resource** you want to select. Then click > and **Next**.

Validating Crews

To assign crew members to a crew

1. Review the list of crew members assigned to the crew. If you need to remove a listed crew member, click the crew member to remove and the < button. To remove all of the crew members, click the << button.
2. Click the **Next** button to assign the listed crew members to the crew and display the next crew to validate.
3. When all crews are validated, the ROSS import is complete and the following window displays:



Exclude Resources

To View Excluded Resources

1. If any resources were excluded from the import process, a list of excluded resources displays when you click the **Next** button after Validating Crews.
2. After reviewing the list of excluded resources, click the **Next** button to complete the import process.
3. When the message **The import process is complete** displays, click the **OK** button to complete the import process.

To Import Excluded Resources

1. On the **Database Admin** window, click the **Import Data** button.
2. From the Database drop-down list, select the appropriate database.
3. Click the **Import from Previous Exclusions** option under **Import Type**.
4. From the **Import Incident** drop-down list, select the incident for which the resources were excluded.
5. Click the **Load Data** button to begin the import process for the excluded resources.
6. Complete the remaining import steps listed under the **Import Steps** area on the ROSS Import window.