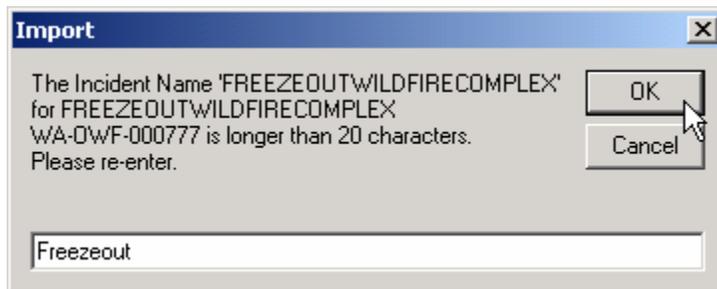


Importing ROSS data files

This section explains how to download a ROSS data file and then import the data file into the I-Suite database. Remember these key points when importing ROSS data into an I-Suite database:

- ROSS data files are updated every two hours.
 - ROSS data can be imported into an I-Suite database as many times as needed.
 - Some ROSS data fields allow more characters than are allowed in the corresponding I-Suite data fields. If the data imported from ROSS exceeds the corresponding I-Suite data field limit, you will be prompted to input data with less characters.. The I-Suite data fields affected are:
 - Incident Name – limit: 20 characters
 - Incident Number – limit: 13 characters
 - Agency – limit: 4 characters
 - KindCode – limit: 4 characters
 - HomeUnitCode – limit: 6 characters
 - Resource Name – limit: 53 characters
-
- Important Note:** The IRSS Add/Edit screen only allows the first 20 characters to be displayed and saved. When you save a ROSS imported resource in IRSS, you must rename the resource to 20 or fewer characters.
-
- Contracted overhead resources are not identified during import. You must change the agency code to PVT when these resources check-in.

The following diagram shows the **Data Change** screen.



You must know your DMS username and password to access the ROSS data file site. Contact your Incident Commander or the I-Suite helpdesk for more information.

To download a ROSS data file

- 1 Start your Internet browser.
- 2 In the **Address** bar, type **https://datadraw.ross.nwcg.gov/**, and then press **ENTER**.
- 3 On the **Security Alert** dialog box, click **OK**.
- 4 On the **Enter Network Password** dialog box, type your **DMS User Name** and **DMS Password**, and then click **OK**.
- 5 On the **Index of /** screen, click on the **Isuite/** link.
- 6 Navigate to your incident file by incident number – Incident Number, date and time, file extension .txt. (e.g. UT-CCD-000043_20040813_085929.txt)

- 7 Right click on file name, and then click **Save Target As**.
- 8 On the **Save As** dialog box, navigate to the desired folder on your local computer and then click **Save**.
- 9 On the **Download Complete** dialog box, click **Close**.

To access the administrative tool

- 1 On the computer being used as the server, open the **AdminTool** module.
- 2 On the **Logon** dialog box in the **Server** box, type the name of the **Server**, in the format [computername]\ISUITE.

The server name consists of your personal computer's full computer name and the folder name visuite. For example a valid computer name is pc9962\visuite.

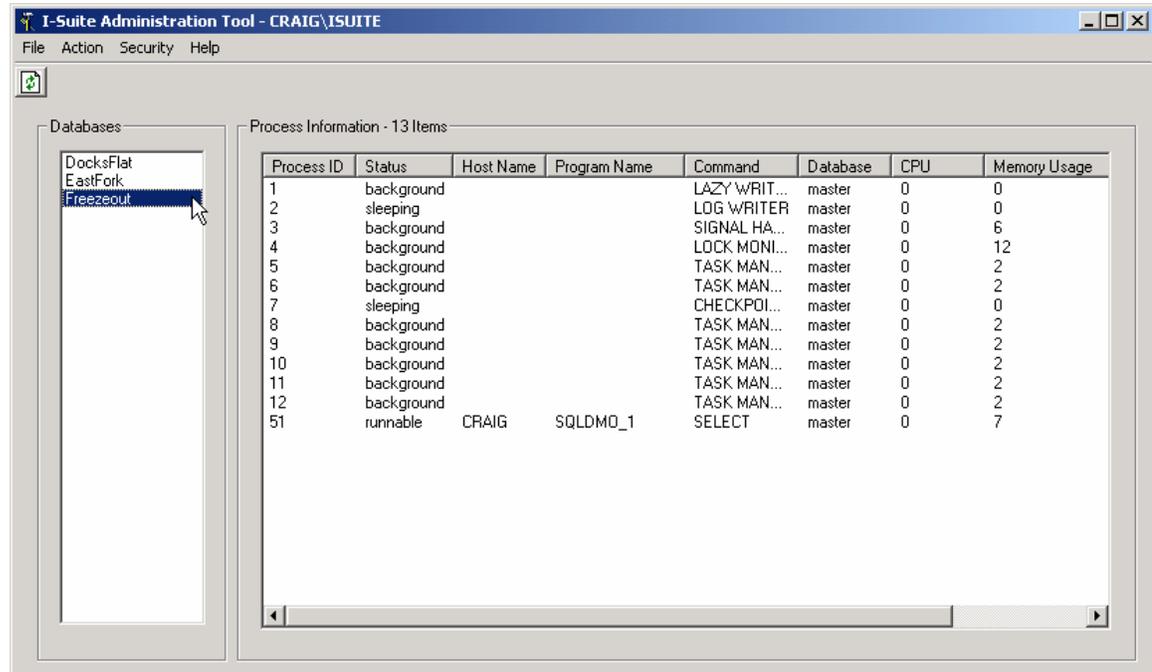
*To locate the full computer name for your personal computer, right-click **My Computer** on your **Desktop**, and then click the **Network Identification** tab.*

- 3 In the Password box, type the admin tool password, and then click OK.

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

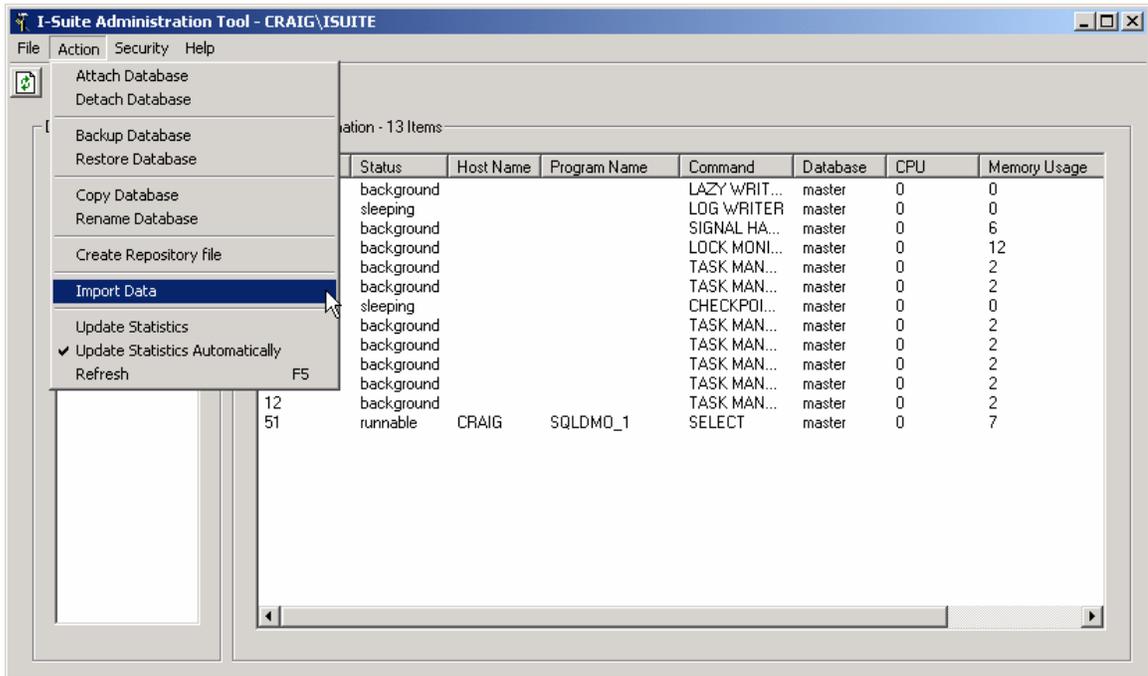
- 1 On the **I-Suite Administration Tool** screen in the **Databases** list box, click on the database to which you will be importing the ROSS data file.

The following diagram shows the **I-Suite Administration Tool** screen.



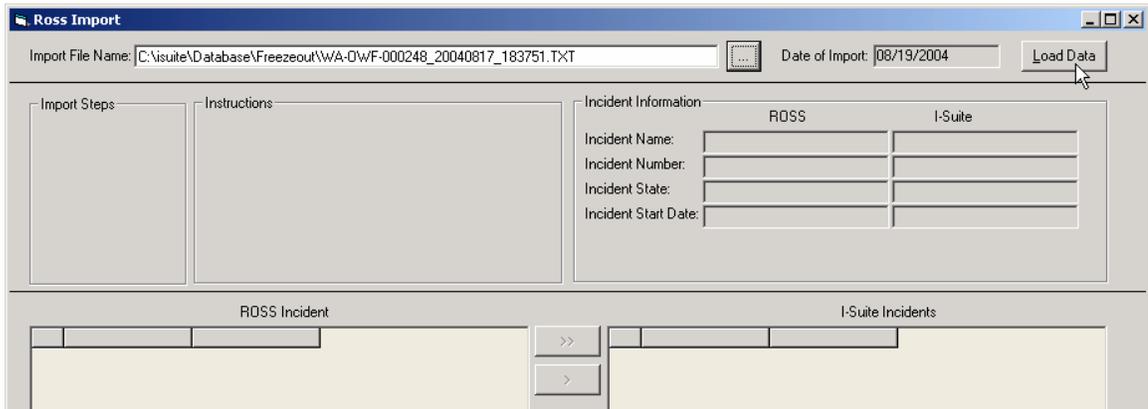
- 2 On the **I-Suite Administration Tool** screen on the **Action** menu, click **Import Data**.

The following diagram shows the **Action** menu.



- 3 On the ROSS Import screen, type or browse to select the Import File Name (ROSS data file) to import, and then click **OK**.
- 4 Click **Load Data**.

The following diagram shows the **ROSS Import** screen.



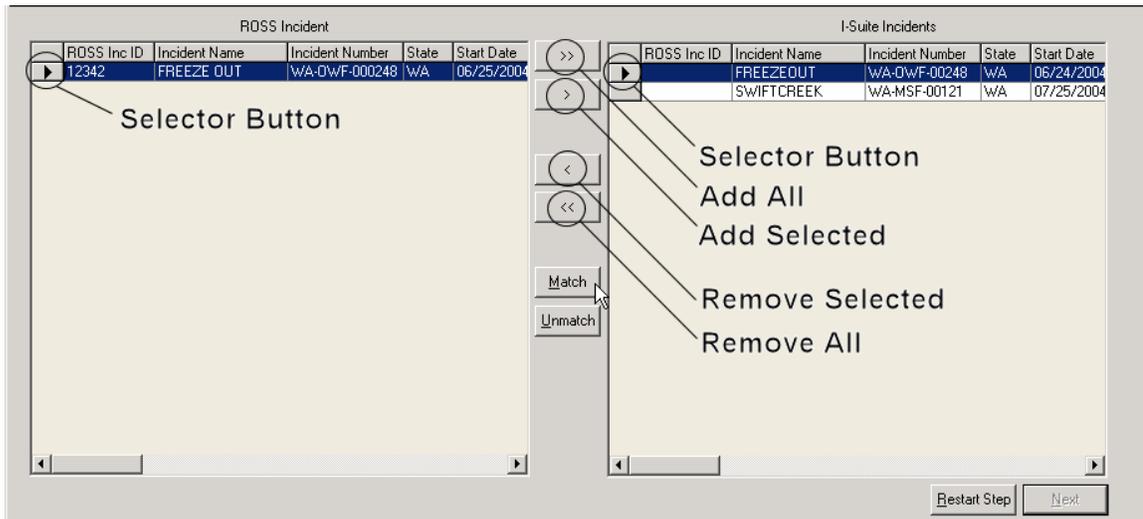
ROSS data is first displayed on a grid. Users choose which ROSS data to add to the I-Suite grid. Users also compare ROSS data with I-Suite data and matches data when appropriate. All ROSS data moved onto the I-Suite grid is then imported (saved) into I-Suite when the user clicks **Next**.

ROSS Import Buttons:

- **Selector** – selects/highlights the row to the right of the button
- **>> (add all)** – moves ALL data in the ROSS grid to the I-Suite grid
- **> (add selected)** – moves SELECTED data in the ROSS grid to the I-Suite grid
- **< (remove selected)** – moves SELECTED data that has been added to the I-Suite grid back to the ROSS grid
- **<< (remove all)** – moves ALL data that has been added to the I-Suite grid back to the ROSS grid
- **Match** – matches the selected ROSS and I-Suite incidents or resources
- **Unmatch** - unmatches the selected ROSS and I-Suite incidents or resources
- **Restart Step** – restarts the current step without importing data from the current step into I-Suite
- **Next** – imports (saves) into I-Suite all added/changed data currently in the I-Suite grid

The remove buttons only removes data from the I-Suite grid that hasn't already been imported (saved) into the I-Suite database. Data previously entered or imported into the I-Suite database cannot be removed using the ROSS Import function.

The following diagram shows the **ROSS Import** screen buttons.



There are two basic scenarios for importing a ROSS data file into an I-Suite database:

- Importing incident data into a blank I-Suite database or adding an incident to an I-Suite database that contains other incidents.
- Importing incident data into an I-Suite database that already contains manually entered data and/or previously imported ROSS data for that incident.

Instructions for each scenario are listed below.

To import an incident into a blank database

- 1 To add a ROSS incident to a blank I-Suite database, on the **Add Incident** screen, click the >> button to move the ROSS Incident to the I-Suite Incidents grid, and then click **Next**.

The following diagram shows the **Add Incident** screen.

Ross Import

Import File Name: C:\suite\Database\Freezeout\WA-DWF-000248_20040817_183751.TXT ... Date of Import: 08/20/2004 Load Data

Import Steps

- Add Incident
- Add Resources
- Import Complete

Instructions

Add Incident:
You can add an incident to the I-Suite Incident grid by pressing the >> button or by selecting the incident in the ROSS Incident grid and then selecting the > button. Press the next button when you are completely finished adding an incident for this step.

Incident Information

	ROSS	I-Suite
Incident Name:	FREEZE OUT	
Incident Number:	WA-DWF-000248	
Incident State:	WA	
Incident Start Date:	06/25/2004	

ROSS Incident					I-Suite Incidents				
ROSS Inc ID	Incident Name	Incident Number	State	Start Date	ROSS Inc ID	Incident Name	Incident Number	State	Start Date
12342	FREEZE OUT	WA-DWF-000248	WA	06/25/2004					

To import an incident into a database that contains other incidents

- 1 To add a ROSS incident to an I-Suite database that contains other incidents, on the **Add Incident** screen, click the >> button to move the ROSS Incident to the I-Suite Incidents grid, and then click **Next**.

The following diagram shows the **Match/Add Incident** screen.

Ross Import

Import File Name: C:\suite\Database\Peeve\WA-DWF-000568_20040817_183828.TXT ... Date of Import: 08/19/2004 Load Data

Import Steps

- Match/Add Incident
- Resource Processing
- Import Complete

Instructions

Match/Add Incident:
You can either update an incident by typing directly in the I-Suite Incident grid or add an incident by selecting the incident in the ROSS Incident grid and then selecting the add button. Press the next button when you are completely finished updating or adding an incident for this step.

Incident Information

	ROSS	I-Suite
Incident Name:	PEEVE	
Incident Number:	WA-DWF-000568	
Incident State:	WA	
Incident Start Date:	07/29/2004	

ROSS Incident					I-Suite Incidents				
ROSS Inc ID	Incident Name	Incident Number	State	Start Date	ROSS Inc ID	Incident Name	Incident Number	State	Start Date
14305	PEEVE	WA-DWF-000568	WA	07/29/2004	0	DENVERTEST	CO-COS-000001	CO	05/19/2004
					0	SLIDE INCIDENT	CO-NTF-000002	CO	05/20/2004
					0	TREE FIRE	CO-ROF-000001	CO	05/21/2004

To match a ROSS incident to an I-Suite incident

- 1 To match a ROSS incident to an I-Suite incident, click the **Selector** button for the ROSS incident and for the I-Suite incident, click **Match**, and then click **Next**.

The following diagram shows the **Match/Add Incident** screen.

Import File Name: C:\isuite\Database\Freezeout\WA-DWF-000248_20040817_183751.TXT ... Date of Import: 08/24/2004 Load Data

Import Steps

- Match/Add Incident
- Resource Processing
- Import Complete

Instructions

Match/Add Incident:
You can either update an incident by typing directly in the I-Suite Incident grid or add an incident by selecting the incident in the ROSS Incident grid and then selecting the add button. Press the next button when you are completely finished updating or adding an incident for this step.

Incident Information

	ROSS	I-Suite
Incident Name:	FREEZE OUT	
Incident Number:	WA-DWF-000248	
Incident State:	WA	
Incident Start Date:	06/25/2004	

ROSS Incident

	ROSS Inc ID	Incident Name	Incident Number	State	Start Date
▶	12342	FREEZE OUT	WA-DWF-000248	WA	06/25/2004

I-Suite Incidents

	ROSS Inc ID	Incident Name	Incident Number	State	Start Date
▶	0	FREEZEOUT	WA-DWF-00248	WA	06/24/2004
	0	SWIFTCREEK	WA-MSF-00121	WA	07/25/2004

Navigation buttons: >>, >, <, <<, Match, Unmatch

The system matches resources in the ROSS data file with resources in the I-Suite database using ROSS IDs. One or all of the following steps will be used depending on resource matches:

1. *Previous Matches* – shows previously matched ROSS and I-Suite resources
2. *Validate Matches 1* – shows ROSS and I-Suite resources matched by request number and name
3. *Validate Matches 2* – shows ROSS and I-Suite resources matched by request number
4. *Manually Match/Add* – shows ROSS resources that have not be matched to I-Suite resources; ROSS resources can be manually matched or added to I-Suite resources

Instructions for each step are listed below.

To import ROSS Resources into a blank I-Suite database

- 1 On the **Add Resources** screen, to add all resources from the ROSS Resources grid to the I-Suite Resources grid, click the >> button; or to add individual resources, click the **Selector** for each ROSS resource, and then click the > button.

The following diagram shows the **Add Resources** screen.

Import Steps

- ✓ Add Incident
- Add Resources
- Import Complete

Instructions

Add Resources:
Add all resources from the ROSS Resources grid to the I-Suite Resources grid by selecting the >> button or individually select resources in the ROSS Resources grid and press the > button. All resources can be removed from the I-Suite Resources grid by selecting the << button or individual resources may be removed by selecting the < button. Press the next button when completely finished adding resources.

Incident Information

	ROSS	I-Suite
Incident Name:	FREEZE OUT	FREEZE OUT
Incident Number:	WA-DWF-000248	WA-DWF-000248
Incident State:	WA	WA
Incident Start Date:	06/25/2004	06/25/2004

ROSS Resources

ROSS Res ID	Request Number	Resource Name	Agency Code
209394	A-19	FIXED WING - TURBINE C	PVT
209696	A-21	FREQUENCY - 134.250 - B	
209697	A-22	FREQUENCY - 169.150 - C	
209952	A-23	FREQUENCY - 122.750 - E	
216068	A-31	HELICOPTER - 18HX	PVT
224196	A-35	N8063L	
211251	E-21	TENDER - 2 - WOLF CREEK	PVT
218937	E-30	PICKUP - LIBBY - 005	PVT
181847	O-15	DOWIE, LAURIE L	FS
202536	O-49	TESKE, CASEY	
202526	O-50	RIDDERING, JIM	
202528	O-51	HELMBRECHT, DON	
202542	O-52	JOHNSON, NAT	FS
206928	O-64	RUSSELL, JIM W	FS
207112	O-67	JUMPER, CHAR	FS
207126	O-72	CATHCART, SHARON M	FS
207327	O-76	GAYNOR, KENNETH	FS
209694	O-127	HAMMER, JIM R	FS
210482	O-128	GROSS, RON	FS
211998	O-132	DUNN, HARRY L	FS
214092	O-135	QUEEN, LLOYD	

I-Suite Resources

ROSS Res ID	Request Number	Resource Name	Agency Code
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Navigation buttons: >>, >, <, <<, Match, Unmatch

Restart Step Next

Importing to Freezeout database. Current Step: Add Resources

The following diagram shows the **Add Resources** screen with individual ROSS resources selected.

Ross Import

Import File Name: C:\suite\Database\Freezeout\WA-DWF-000248_20040813_08590 ... Date of Import: 08/18/2004 Load Data

Import Steps

- ✓ Add Incident
- Add Resources
- Import Complete

Instructions

Add Resources:
Add all resources from the ROSS Resources grid to the I-Suite Resources grid by selecting the >> button or individually select resources in the ROSS Resources grid and press the > button. All resources can be removed from the I-Suite Resources grid by selecting the << button or individual resources may be removed by selecting the < button. Press the next button when completely finished adding resources.

Incident Information

	ROSS	I-Suite
Incident Name:	FREEZE OUT	FREEZE OUT
Incident Number:	WA-DWF-000248	WA-DWF-000248
Incident State:	WA	WA
Incident Start Date:	06/25/2004	06/25/2004

ROSS Resources

ROSS Res ID	Request Number	Resource Name	Home Unit
209394	A-19	FIXED WING - TURBINE CO	CAKNF
209696	A-21	FREQUENCY - 134.250 - B	IDFCK
209697	A-22	FREQUENCY - 169.150 - C	IDFCK
209952	A-23	FREQUENCY - 122.750 - E	IDFCK
211304	A-24	N362EH H-510	CALNF
211311	A-26	HELICOPTER - N407S H-E	CATNF
216068	A-31	HELICOPTER - 18HX	GAGIC
208402	C-2	CREW, CAMP #4	WAWAS
209312	E-10	PU -4 - STEVE LONGACRE	MTGNF
211261	E-21	TENDER - 2 -WOLF CREEK	
181847	O-15	DOWIE, LAURIE L	WAQWF
202536	O-49	TESKE, CASEY	MTMTS
202526	O-50	RIDDERING, JIM	MTMTS
202528	O-51	HELMBRECHT, DON	MTMTS
202542	O-52	JOHNSON, NAT	
206928	O-64	RUSSELL, JIM W	DRR06
207096	O-65	TOWNSLEY, JOHN	WAQWF
207112	O-67	JUMPER, CHAR	WAQWF
207116	O-70	SPRAGUE, ANN	WAQWF
207131	O-71	MCDONALD, MAGGIE	
207126	O-72	CATHCART, SHARON M	WAQWF

I-Suite Resources

ROSS Res ID	Request Number	Resource Name	Agency Code
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Match Unmatch

Restart Step Next

Importing to Freezeout database. Current Step: Add Resources

- 2 After all desired ROSS resources have been added to the I-Suite Resources grid, click **Next** to import the ROSS resources into the I-Suite database.

To import ROSS resources into an I-Suite database that already contains data either manually entered or previously imported from ROSS

- 1 On the **Previous Matches** screen, compare the ROSS Resources to the I-Suite Resources. If matched resources that should not be matched are found, click the **Selector** button for the I-Suite resource, and then click **Unmatch**; or to edit I-Suite resources, type directly into the I-Suite grid.
- 2 When you are finished editing I-Suite resources, click **Next**.

The following diagram shows the **Previous Matches** screen.

ROSS Resources

ROSS Res ID	Request Number	Resource Name	Home Unit
209394	A-19	FIXED WING - TURBINE C	CAKNF
211304	A-24	N362EH H-510	CALNF
211311	A-26	HELICOPTER - N407S H-E	CATNF
216068	A-31	HELICOPTER - 18HX	GAGIC
208402	C-2	CREW, CAMP #4	WAWAS
211251	E-21	TENDER - 2 - WOLF CREEK	
181847	O-15	DOWIE, LAURIE L	WADWF
202536	O-49	TESKE, CASEY	MTMTS
202526	O-50	RIDDERING, JIM	MTMTS
202528	O-51	HELMBRECHT, DON	MTMTS
202542	O-52	JOHNSON, NAT	MTMTS
206928	O-64	RUSSELL, JIM W	ORR06
207116	O-70	SPRAGUE, ANN	WADWF
207131	O-71	MCDONALD, MAGGIE	
207126	O-72	CATHCART, SHARON M	WADWF
207327	O-76	GAYNOR, KENNETH	CAINF
207803	O-77.1	PACIFIC, JANICE	WASPS
207804	O-77.2	MILLS, WILLIAM J	WAWAS
207807	O-77.5	ANGEHRN, JASON R	WASES
207820	O-77.8	DOAN, DAVID R	WAWAS
207821	O-77.9	SHAW, LINDA M	WANES

I-Suite Resources

ROSS Res ID	Request Number	Resource Name	Agency Code
209394	A-19	N370K FIXED WING	PVT
211304	A-24	510 BELL 212	FS
211311	A-26	514 BELL 407	FS
216068	A-31	N18HX ASTAR 350 B3	PVT
208402	C-2	CAMP CREW	WA
211251	E-21	WOLF CREEK	PVT
181847	O-15	DOWIE, LAURIE	FS
202536	O-49	TESKE, CASEY	MT
202526	O-50	RIDDERING, JIM	MT
202528	O-51	HELMBRECHT, DON	MT
202542	O-52	JOHNSON, NAT	MT
206928	O-64	RUSSELL, JIM	FS
207116	O-70	SPRAGUE, ANN	FS
207131	O-71	MCDONALD, MAGGIE	FS
207126	O-72	CATHCART, SHARON	FS
207327	O-76	GAYNOR, KENNY	FS
207803	O-77.1	PACIFIC, JANICE	WA
207804	O-77.2	MILLS, BILL	WA
207807	O-77.5	ANGEHRN, JASON	WA
207820	O-77.8	DOAN, DAVID	WA
207821	O-77.9	SHAW, LINDA	WA

To validate resources matched by request number and name

- 1 On the **Validate Matches 1** screen, compare ROSS Resources that have been matched to I-Suite Resources by request number and name.
- 2 If matched resources that should not have been matched are found, click the **Selector** button for the I-Suite resource, and then click **Unmatch**; or to edit I-Suite resources, type directly into the I-Suite grid.
- 3 When you are finished editing the I-Suite resources, click **Next**.

To validate resources matched by request number

- 1 On the **Validate Matches 2** screen, compare ROSS Resources that have been matched to I-Suite Resources by request number.
- 2 If matched resources that should not have been matched are found, click the **Selector** button for the I-Suite resource, and then click **Unmatch**; or to edit I-Suite resources, type directly into the I-Suite grid.
- 3 When you are finished editing the I-Suite resources, click **Next**.

To manually match/add resources

- 1 On the **Manually Match/Add Resources** screen, to manually match a ROSS resource to an I-Suite resource, click the **Selector** button for the ROSS resource and for the I-Suite resource, and then click **Match**; or to edit I-Suite resources, type directly into the I-Suite grid.

The following diagram shows the **Manually Match/Add** screen with manually matched resources.

Import File Name: C:\isuite\Database\Freezeout\WA-O\WF-000248_20040816_10085 Date of Import: 08/18/2004 Load Data

Import Steps:

- ✓ Matched Incident
- ✓ Previous Matches
- ✓ Validate Matches-1
- ✓ Validate Matches-2
- Manually Match/Add
- Import Complete

Instructions: Manually Match/Add: Either update a resource by typing directly in the I-Suite Resources grid or add a resource by selecting one or more resources in the ROSS Resources grid and pressing the add button. Press the next button when you are completely finished updating and adding resources for this step.

Incident Information:

	ROSS	I-Suite
Incident Name:	FREEZE OUT	FREEZEOUT
Incident Number:	WA-O\WF-000248	WA-O\WF-00248
Incident State:	WA	WA
Incident Start Date:	06/25/2004	06/24/2004

ROSS Resources:

Matched	ROSS Res ID	Request Number	Resource Name	H
	222639	0-167	AKKER, BRUCE N	v
	217194	0-140.2	ALLEN, CANDACE W	v
	220481	0-164	ARCHAMBEAULT, JAMES F	v
X	217200	0-140.8	BECKMAN, SID	C
	222083	0-165	BIXLER, DONNA	v
X	217199	0-140.7	COOK, WAYNE	v
	216937	0-151	DYCK, ALAN	O
	209952	A-23	FREQUENCY - 122.750 - E	IL
	209696	A-21	FREQUENCY - 134.250 - B	IL
	209697	A-22	FREQUENCY - 169.150 - C	IL
	219156	0-160	FRIBERG, BILLYE	O
	219573	0-163	GRAHAM, TERRY R	v
	218237	0-155	HANEY, JOSHUA C	IL
	217196	0-140.4	JAKALA, STEPHEN G	v
	207112	0-67	JUMPER, CHAR	v
	222643	0-168	KELLY-AKKER, MAUREEN	v
	217201	0-140.9	KING, ALLEN F	IL
	217195	0-140.3	KURTZ, ERIC	v
	218937	E-30	PICKUP - LIBBY - 005	M
	218238	0-156	RAWLINGS, TOM	v
	216936	0-150	SCHEID, GREG M	O

I-Suite Resources:

ROSS Res ID	Request Number	Resource Name	Agency Co
0	S-367	FLAT TIRE RSI	PVT
207836	0-77.24	FLEENOR, JOY	WA
0	0-40	FLOYD, ANDY	FS
207950	0-77.38	FORBES, PETER	FS
0	S-441	FREIGHT	PVT
0	S-396	FUEL	PVT
0	0-27.1	GALE, JOHN	FS
0	S-116	GARBAGE BAGS 1 CASE	PVT
0	S-42	GARBAGE DUMPSTERS	PVT
0	S-106	GATORADE - 1 CASE	PVT
0	S-342	GATORADE	PVT
0	S-110	GATORADE, 1 CASE	PVT
0	S-119	GENERATOR GASOLINE	PVT
0	0-77.40	GRAHAM, TERRY	FS
0	0-31	GROGAN, CHARLES T	FS
0	E-24	GROSS PICKUP	PVT
0	0-77.20	HALL, NONIE	WA
0	S-44	HANDWASHING STATION	PVT
0	S-17	HANKS MARKET	PVT
0	0-44	HARMON, MIKE	FS
208465	0-110	HEAD, GINA	FS

Restart Step Next

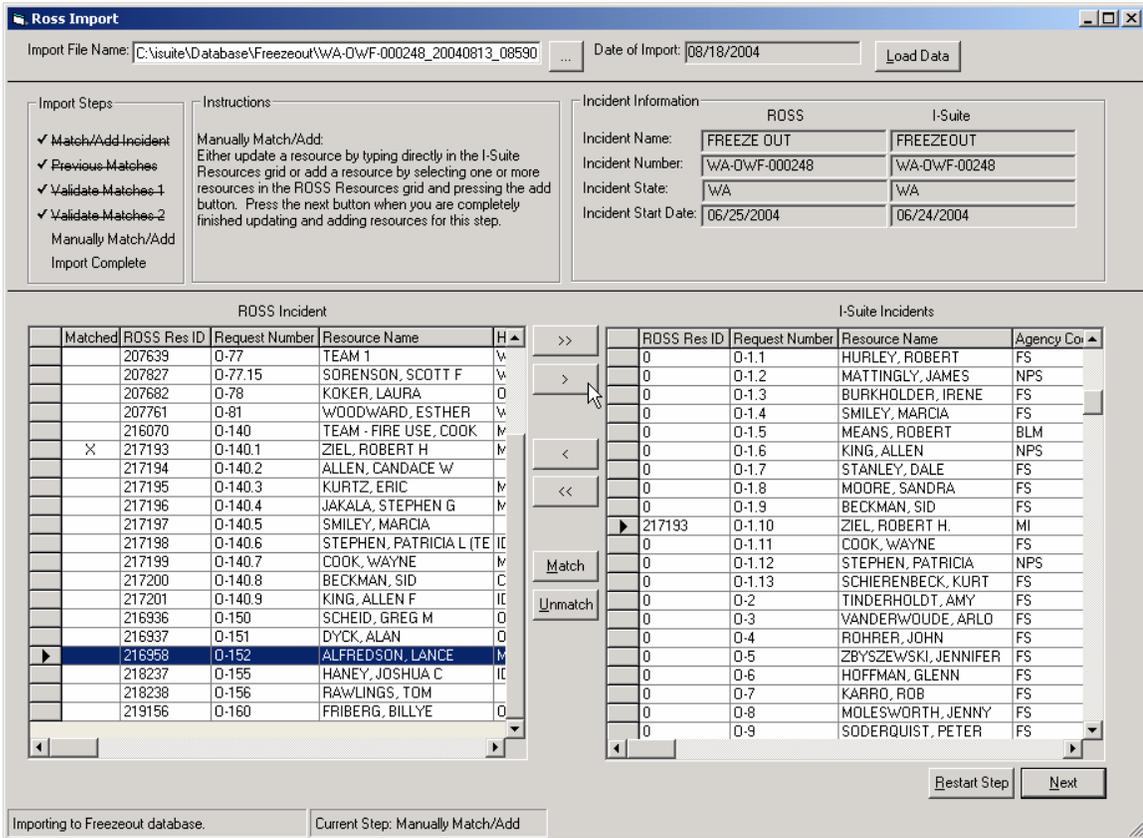
Importing to Freezeout database. Current Step: Manually Match/Add

- 2 On the **Manually Match/Add Resources** screen, to add all resources from the ROSS Resources grid to the I-Suite Resources grid, click the >> button; or to add individual ROSS resources to the I-Suite Resources grid, click the **Selector** button for each ROSS resource, and then click the > button.

An "X" will appear in the ROSS Resources grid next to each ROSS resource that has been manually matched to an I-Suite resource.

- 3 When you are finished editing the I-Suite resources, click **Next**.

The following diagram shows the **Manually Match/Add** screen with a resource ready to be added manually.



The following diagram shows the ROSS Import complete screen.

