

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

Downloading a data file

To download a ROSS data file

1. Start your Internet browser.
2. In the **Address** bar, type <http://isuite.nwcg.gov> and then press **ENTER**.
3. On the I-Suite website, click the **ROSS Import** button.



4. On the **Enter Network Password** dialog box, type your **DMS User Name** and **DMS Password**, and then click **OK**.

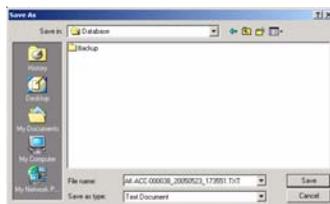


5. On the **Index of /** webpage, click the **ISuite/** link.
6. On the **Index of /ISuite** webpage, right-click the **incident file name** of your choice, and then click **Save Target As**.

File names are formatted: *Incident Number_date_time.txt*



7. On the **Save As** dialog box, save the data file to the folder of your choice.

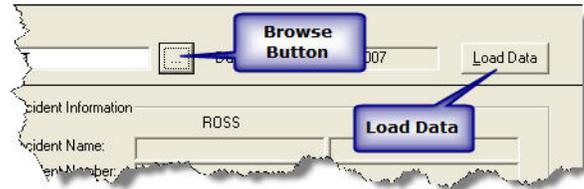


8. On the **Download Complete** dialog box, click **Close**.

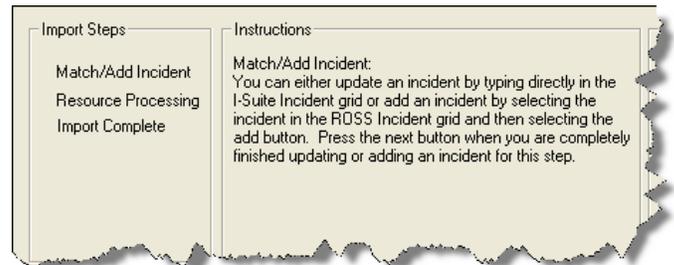
Importing the data file into I-Suite

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.



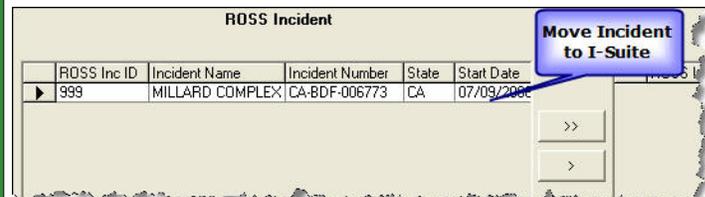
A list of import steps displays on the window after the data is loaded. If a step is crossed out, that step was completed. The steps that display are based on whether you are importing to a database with existing data or a blank database.



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.



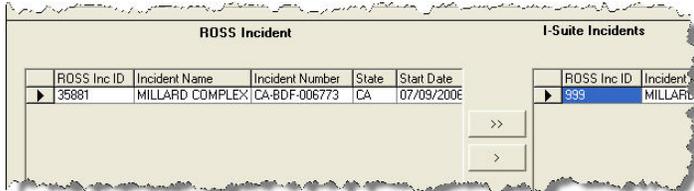
Importing ROSS data files



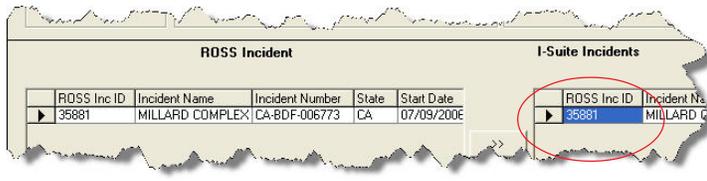
Importing ROSS incident data

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.



Validating ROSS resources

To validate resources matched by request number

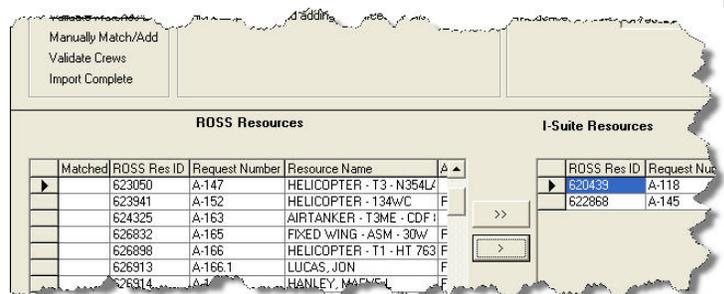
1. Compare the ROSS resources that have been matched to I-Suite resources by request number and name.
2. Under the **I-Suite Resources** grid, click the **resource** that should not be matched, and then click **Unmatch** or type directly into the I-Suite Resources grid to edit that resource.
3. When finished editing all I-Suite resources, click **Next**.

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

To manually match resources

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** or type directly into the I-Suite Resources grid to edit that resource.

The following screen shows manually matching a resource.

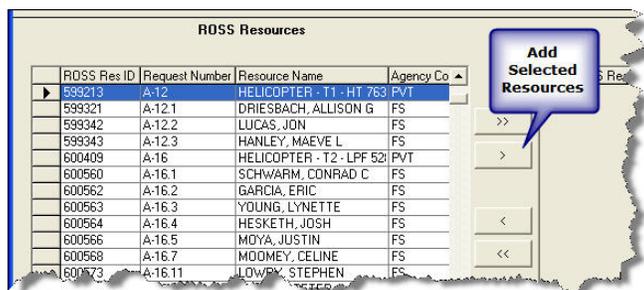


Importing ROSS resources

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**.

The following example shows individual ROSS resources selected.



To validate resources matched by request number and name

1. Under the **I-Suite Resources** grid, click the **resource** that should not be matched. Then click **Unmatch** or type directly into the I-Suite Resources grid to edit that resource.
2. When finished editing I-Suite resources, click **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 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:

