Importing ROSS data files

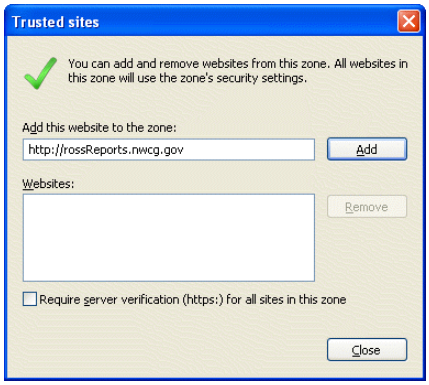
Getting Help

- 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 Exporer, 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.



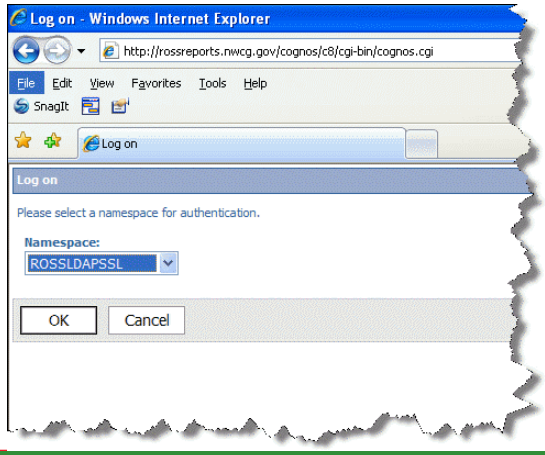
6. Close Internet Explorer.

Downloading a data file

To download a ROSS data file

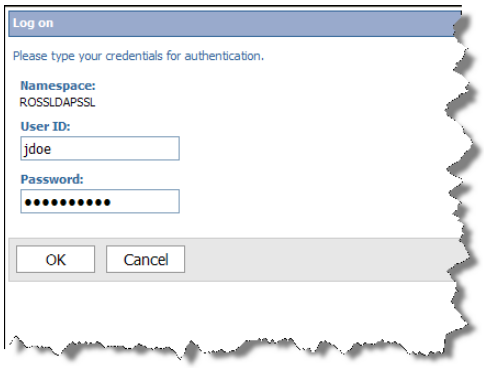
This process can be run either from ROSS or directly from Internet Explorer. If you run this process from ROSS, select the Administration/Reports Menu option, then skip to step 6. When running the process directly from Internet Explorer, complete all steps.

1. Open Internet Explorer.
2. In the **Address** box, enter **http://rossReports.nwcg.gov/cognos/c8/cgi-bin/cognos.cgi**.
3. From the **Namespace** dropdown on the Logon page, select **ROSSLDAPSSL** and click the **OK** button.

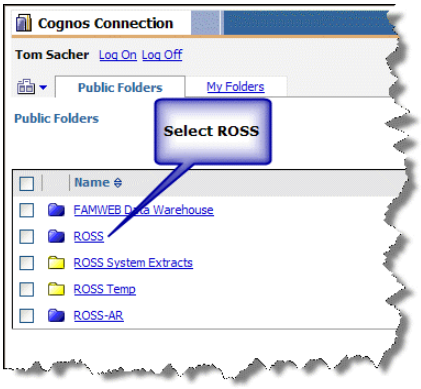


Downloading a data file

4. Enter your ROSS **User ID** and **Password**. Click the **OK** button to log into Cognos.

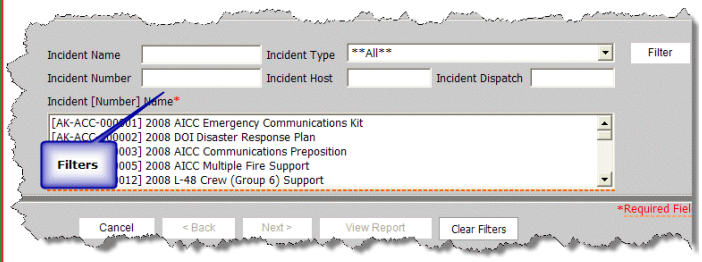


5. On the **Public Folders** tab, select **ROSS**.



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

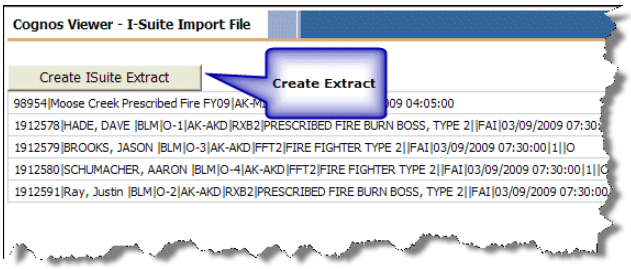
10. To filter the list of incidents, enter the filter criteria and click the **Filter** button.



Importing ROSS data files

Downloading a data file

11. Select an incident from the list.
12. Click the **View Report** button.
13. After the report opens on the page, click the **Create ISuite Extract** button to extract the data in the report for I-Suite.



14. In the window that displays, enter the name to assign to the file you are extracting and identify the directory where you want to save it. Click the **Save** button to extract the file.

*Make sure you use the default settings when you save the file. The file type must be HTML (i.e., *.htm or *.html). The language must be Unicode. If you change these settings, the file may not import correctly into the I-Suite application.*

15. Click the **Log Off** option on the top left corner of the page.
16. Close Internet Explorer.

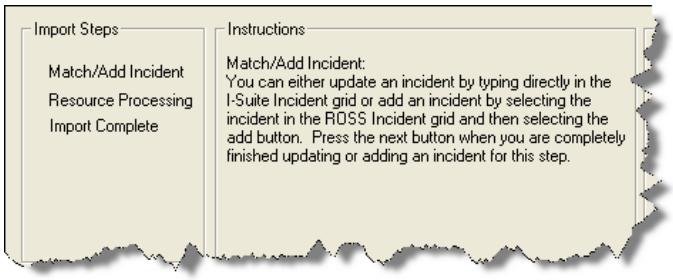
Importing the data file into I-Suite

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 redisplays, click the **Load Data** button.

Importing the data file into I-Suite

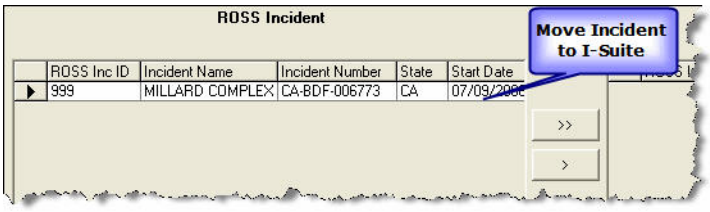
A list of import steps displays on the window after the data is loaded. If a step is crossed out, that step was completed. The steps that display are based on whether you are importing to a database with existing data or a blank database.



Importing ROSS incident data

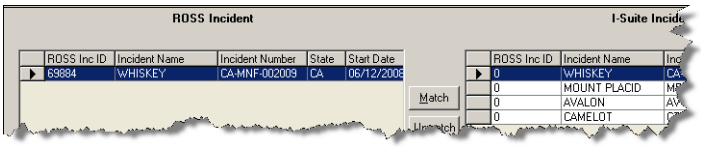
To import an incident into an I-Suite database

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.

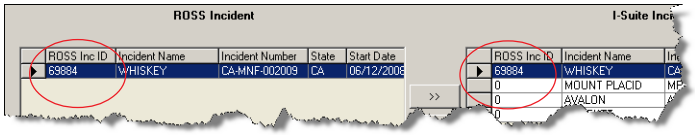


To match a ROSS incident to an I-Suite incident

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.



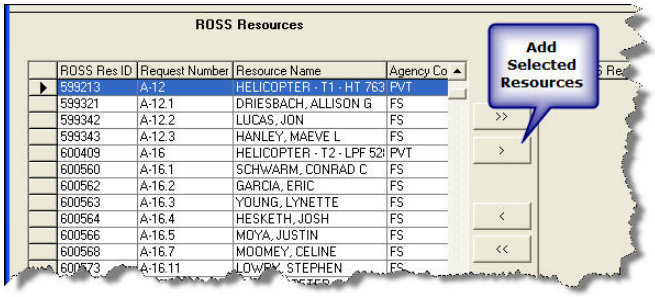
Importing ROSS data files

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**.

   The following example shows individual ROSS resources selected.



Validating Resources

To unmatch resources (Match 1 and Match 2)

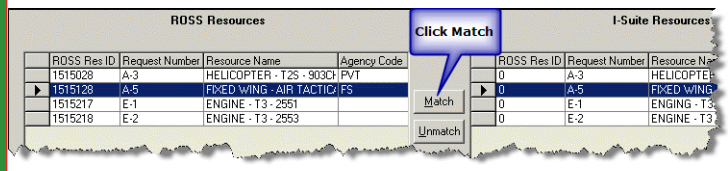
1. Under the **I-Suite Resources** grid, click the **resource** that should not be matched. Then click **Unmatch**. If the data is the same for the resources that do not match, you can type directly into the I-Suite Resources grid to edit the resource data.
2. When finished editing I-Suite resources,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

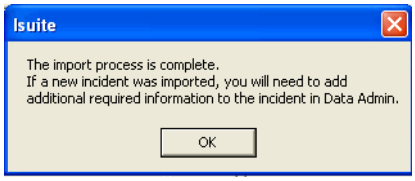
   The following screen shows manually matching a resource.



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: