



# DATABASE ADMIN GUIDE

Version 11.01.00

Thursday, June 09, 2011



## Table of Contents

Table of Contents .....	2
<b>Database Administration .....</b>	<b>4</b>
Database Administration Overview .....	4
<b>Managing Users and Passwords .....</b>	<b>6</b>
Adding a New Database Admin User .....	6
Changing a Database Admin Password .....	7
Assigning Database Access to Database Admin .....	8
Adding a New I-Suite User .....	8
Changing I-Suite User Password .....	10
Changing Access Rights for an I-Suite User .....	11
Deactivating an I-Suite User .....	12
Exporting Users .....	12
Importing Users .....	14
Disconnecting a User .....	15
<b>Managing Your Incident Databases .....</b>	<b>17</b>
Copying an Incident Database .....	17
Creating a New Blank Database .....	19
Renaming an Incident Database .....	19
Attaching an Incident Database .....	20
Detaching an Incident Database .....	21
Manually Backing Up the Incident Database .....	21
Automatically Backing Up the Incident Database .....	22
Restoring the Backup Database .....	24
<b>Importing ROSS Data Files .....</b>	<b>26</b>
Check Internet Settings Prior to Download .....	26
Download ROSS Data File .....	27
Importing ROSS Data into Database File .....	31
Ross Import Buttons .....	32
Importing an Incident into an I-Suite Database .....	33
Matching a Ross Incident to an I-Suite Incident .....	33
Importing Ross Resources into a Blank Database .....	34
Validating Previous Matches .....	34
Validating Resources Matched by Request Number & Name .....	35
Validating Resources Matched by Request Number .....	35
Manually Matching Resources .....	35
Manually Adding Resources .....	36
Assigning Crew Members to a Crew .....	36
Exclude Resources .....	37

## Table of Contents

---

Importing Excluded Resources .....	38
<b>Purging Social Security Numbers.....</b>	<b>39</b>
<b>Exporting I-Suite Data Files.....</b>	<b>40</b>
Creating a Data Repository File .....	40
Creating a Finance Data Export File .....	42
Creating an Injury/Illness Export File.....	43
Uploading the Data Repository File.....	45
<b>Merging Databases .....</b>	<b>47</b>
<b>Combining Incidents in the Same Database.....</b>	<b>55</b>
<b>External User Account Management.....</b>	<b>56</b>
Creating an External User Account .....	56
Changing an External User Account .....	58
Deleting an External User Account.....	58
<b>SQL Server Administration .....</b>	<b>59</b>
<b>Revision History.....</b>	<b>61</b>
<b>Index.....</b>	<b>62</b>

## Chapter 1

# Database Administration

The **Database Admin** User Manual explains how to use **Database Admin** to manage your incident databases. Information entered in **Database Admin** is shared with other I-Suite modules, including:

- Resources
- Demob
- Incident Action Plan
- Time
- Cost
- Supply
- Injury/Illness

Topics in this section include:

- See "Database Administration Overview" on page 4
- See "Managing Users and Passwords" on page 6
- See "Managing Your Incident Databases" on page 17
- See "Importing ROSS Data Files" on page 26
- See "Purging Social Security Numbers" on page 39
- See "Exporting I-Suite Data Files" on page 40
- See "Merging Databases" on page 47
- See "External User Account Management" on page 56
- Auditing

## Database Administration Overview

The **Database Admin** option allows you to perform a variety of administrative functions for I-Suite. The types of functions you can perform in Database Admin include:

- See "Managing Users and Passwords" on page 6
- See "Copying an Incident Database" on page 17
- See "Creating a New Blank Database" on page 19
- See "Renaming an Incident Database" on page 19
- See "Attaching an Incident Database" on page 20

- See "Detaching an Incident Database" on page 21
- See "Manually Backing Up the Incident Database" on page 21
- See "Automatically Backing Up the Incident Database" on page 22
- See "Restoring the Backup Database" on page 24
- See "Importing ROSS Data Files" on page 26
- See "Purging Social Security Numbers" on page 39
- See "Exporting I-Suite Data Files" on page 40
- See "External User Account Management" on page 56

When working in a networked server/client environment, remember these key points when using **Database Admin**:

- Use **Database Admin** only on the server machine.
- Disable the **hibernate/sleep** mode on the server machine so that the client machine can access the incident database.
- If you promote a client machine to a server, you must start the **MS SQL Server** on that machine.
- Ensure that all client machines connect to the correct server so that they have access to the appropriate incident database.

For specific information about using **Database Admin** to set up personal computers for an incident refer to the following sections:

- See "Managing Your Incident Databases" on page 17



## Chapter 2

# Managing Users and Passwords

Make sure you keep your **Database Admin** and **I-Suite User** passwords confidential. Use the following rules when creating and changing passwords:

- Change your passwords when necessary.
- Passwords must be at least 12 characters long.
- Passwords must contain at least one lowercase letter.
- Passwords must contain at least one uppercase letter.
- Passwords must contain at least one number.
- Passwords must contain at least one special character.  
- Allowed special characters: !#%&\*^\_
- Password cannot be a dictionary word.
- Password cannot be one of the 24 previous passwords defined for the account.
- Do not share your passwords with anyone.

For example, while "N1ational!ze is a valid password, "nationalize" is not.

### Adding a New Database Admin User

Follow the steps in this section to add a new **Database Admin** user to the I-Suite system:

1. From the **Modules** drop-down menu, select **Database Admin** to open the **Database Admin** window.
2. Click the **Users** button to open the **User Management** window.

## Chapter 2: Managing I-Suite Users and Passwords

The screenshot shows a web interface for managing database users. On the left, under 'Attached Databases', there are two checkboxes: '2006\_Training' (checked) and 'Northwest'. On the right, a table titled 'Database Admin' lists users with columns for 'User Name', 'First Name', and 'Last Name'. Below the table are input fields for adding a new user, including fields for \*User Name, \*First Name, \*Last Name, \*Password, and \*Verify Password. There are also buttons for 'Push Ad...', 'Manage (Ext...', and 'D...'.

User Name	First Name	Last Name
tjackson	Trudi	Jackson
etudor	Elizabeth	Tudor
rhood	Robin	Hood

\*User Name

\*First Name

\*Last Name

\*Password

\*Verify Password

Buttons: Push Ad..., Manage (Ext..., D...

3. Click the **Admin Users** tab to select it.
4. Click the **Add** button to add a new user.
5. Enter the **User Name** the person must enter in order to access the I-Suite system as an administrator.
6. Enter the administrator's **First Name** and **Last Name**.
7. Enter the **Password** for the administrator.
8. In the **Verify Password** box, re-enter the new password to verify that it was entered correctly.
9. To save your changes, click the **Save** button. Then click the **Close** button to close the window.

### Changing a Database Admin Password

Follow the steps in this section to change the **Database Admin Password**:

1. From the **Modules** drop-down menu, select **Database Admin** to open the **Database Admin** window.
2. Click the **Users** button to open the **User Management** window.
3. Click the **Admin Users** tab to select it.

## Chapter 2: Managing I-Suite Users and Passwords

---

4. Under **Database Admins**, click to select the appropriate **User Name**.
5. Enter a new **Password**.
6. In the **Verify Password** box, re-enter the new **Password** a second time to verify that it was entered correctly.
7. When the **Confirm Password Reset** window displays, click the **OK** button to save the new password to the system.
8. When the message **Data Saved** displays, click the **OK** button.
9. To close the **User Management** window, click the **Close** button.

### Assigning Database Access to Database Admin

Follow the steps in this section to assign database access to a **Database Administrator**:

A **Database Administrator** must have rights assigned to each database that they will be administering.

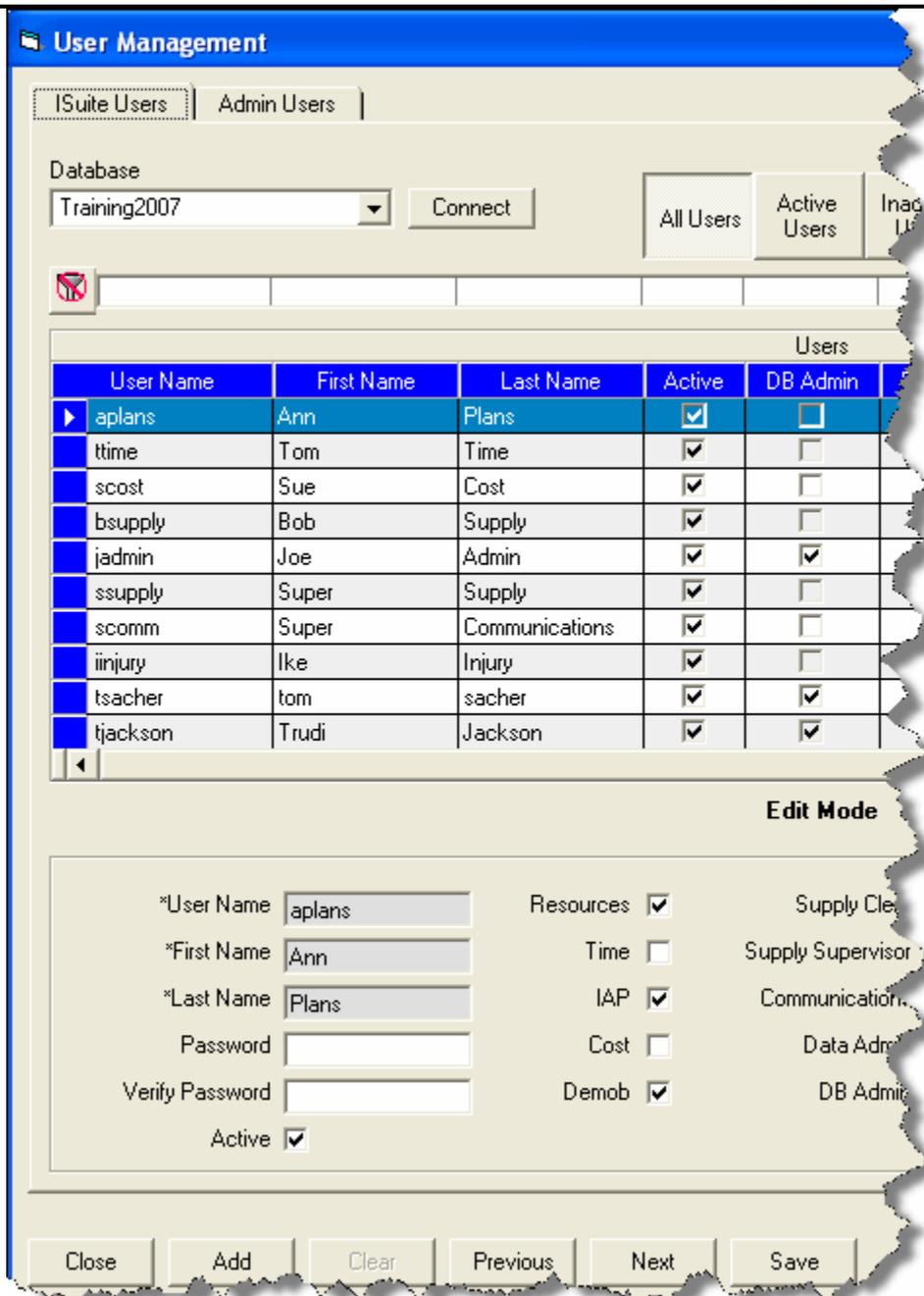
1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Users** button to open the **User Management** window.
3. Click the **Admin Users** tab to select it.
4. Under **Database Admins**, click the name of the new database administrator.
5. Under **Attached Databases**, click to check the checkbox next to each of the databases you want to assign to the database administrator.
6. After the appropriate database(s) are selected, click the **Push Admin Users** button.
7. When the **Data Saved** message displays, click the **OK** button.
8. To close the **User Management** window, click the **Close** button.

### Adding a New I-Suite User

Follow the steps in this section to add a new user to the I-Suite system:

Each user must be assigned a unique user name and password to log into a database. There is only one login per user allowed for each database. If a user attempts to log into a database more than once with the same user name, an error message displays indicating that they are already logged into the database under that user name.

1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Users** button to display the **User Management** window.



3. Click the **ISuite Users** tab to select it.
4. Click the **Add** button to add a new user.
5. Enter the **User Name** the person must enter to log into the I-Suite system.
6. Enter the person's **First Name** and **Last Name**.
7. Enter the **Password** the person must enter to log into the I-Suite system.
8. In the **Verify Password** box, re-enter the password to make sure it was entered correctly.

## Chapter 2: Managing I-Suite Users and Passwords

---

9. Click to check one or more of the following options. When you check an option, the user can access that particular module or function in the I-Suite system:

When you select the **DB Admin** role, you cannot select any other roles except **Data Admin**. The **Data Admin** role is automatically selected when you select the **DB Admin** role. You can unselect the **Data Admin** role and leave the **DB Admin** role selected, if needed.

If you select a role other than **DB Admin**, you can assign multiple roles to the user account. The roles you can assign include all roles, except the **DB Admin** role.

- Resources
- Time
- IAP
- Cost
- Demob
- Supply Clerk
- Supply Supervisor
- Communications
- Data Admin
- DB Admin.
- Injury/Illness

10. To assign all rights to the I-Suite user, click the **All Rights** button.

The **All Rights** button assigns all rights to a user, except **DB Admin** and **Injury/Illness**. You must click the **Injury/Illness** checkbox to assign those rights to a user. You cannot select the **DB Admin** role when other roles are selected.

11. To remove all rights from the I-Suite user, click the **Clear Rights** button.
12. To activate the I-Suite user, click to check the **Active** checkbox.
13. To save your changes, click the **Save** button.
14. When the **Data Saved** message displays, click the **OK** button.
15. To close the **User Management** window, click the **Close** button.

## Changing I-Suite User Password

Follow the steps in this section to change the password for an I-Suite user:

1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Users** button to open the **User Management** window.
3. Click the **I-Suite Users** tab to select it.
4. Under **Users**, click to select the appropriate **User Name**.
5. In the **Password** box, enter a temporary password for the user.

6. In the **Verify Password** box, re-enter the password to make sure it was entered correctly.
7. To save your changes, click the **Save** button.
8. When the **Confirm Password Reset** window displays, click the **OK** button to reset the password.
9. When the **Data Saved** message displays, click the **OK** button.
10. When you are finished with the user records, click the **Close** button to close the window.

## Changing Access Rights for an I-Suite User

Follow the steps in this section to change the access rights for an I-Suite user:

Users only have access to the various modules and functional areas of I-Suite that have been checked on the ISuite Users window.

1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Users** button to open the **User Management** window.
3. Click the **ISuite Users** tab to select it.
4. Under **Users**, click to select the appropriate user name.
5. Click to check or uncheck the following checkboxes to assign the appropriate rights to the user:

Checking one of the following boxes, gives the selected I-Suite User permission to access that particular module or functional area in I-Suite. If you uncheck a checkbox, the user can no longer access that area of the I-Suite application.

- Resources
- Time
- IAP
- Cost
- Demob
- Supply Clerk
- Supply Supervisor
- Communications
- Data Admin
- DB Admin.
- Injury/Illness

When you select the **DB Admin** role, you cannot select any other roles except **Data Admin**. The **Data Admin** role is automatically selected when you select the **DB Admin** role. You can unselect the **Data Admin** role and leave the **DB Admin** role selected, if needed.

## Chapter 2:Managing I-Suite Users and Passwords

If you select a role other than **DB Admin**, you can assign multiple roles to the user account. The roles you can assign include all roles, except the **DB Admin** role.

6. To save your changes, click the **Save** button.
7. When the **Data Saved** window displays, click the **OK** button to close the window.
8. To close the **User Management** window, click the **Close** button.

### Deactivating an I-Suite User

Follow the steps in this section to deactivate an I-Suite user:

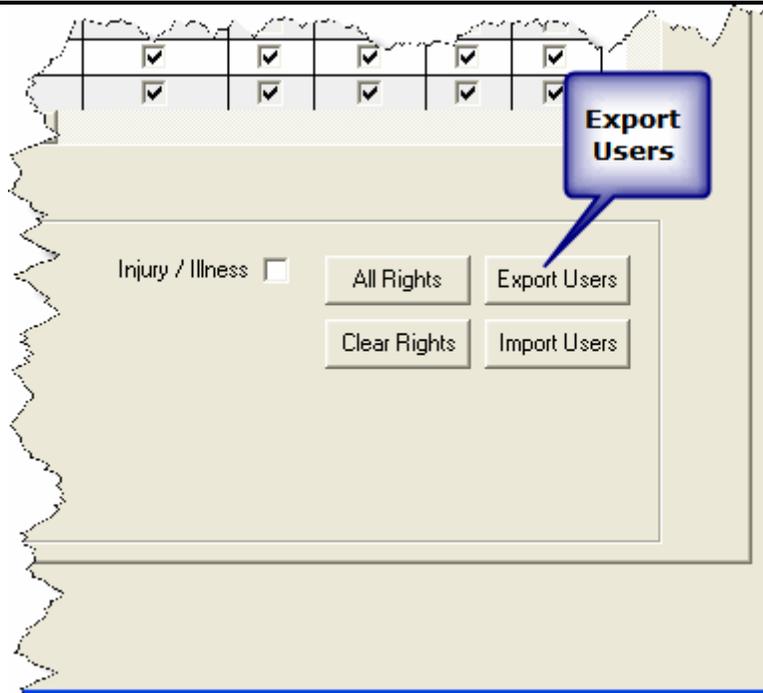
1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Users** button to open the **User Management** window.
3. Click the **ISuite Users** tab to select it.
4. Under **Users**, click to select the appropriate user name.
5. Click to uncheck the **Active** checkbox.
6. To save your changes, click the **Save** button.
7. When the **Data Saved** window displays, click the **OK** button to close the window.
8. To close the **User Management** window, click the **Close** button.

### Exporting Users

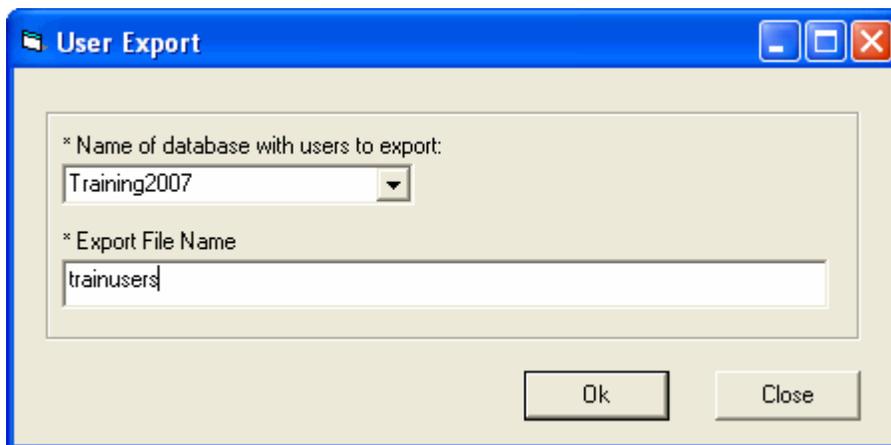
Follow the steps in this section to export users from a database:

This process exports all users with an **Active** status to a file. The export includes all of the user information, including their permissions. After you export users from a database, use the **Import Users** option to import the users into a different database. See "Importing Users" on page 14.

1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Users** button to open the **User Management** window.
3. Click the **Export Users** button.



The User Export window displays:



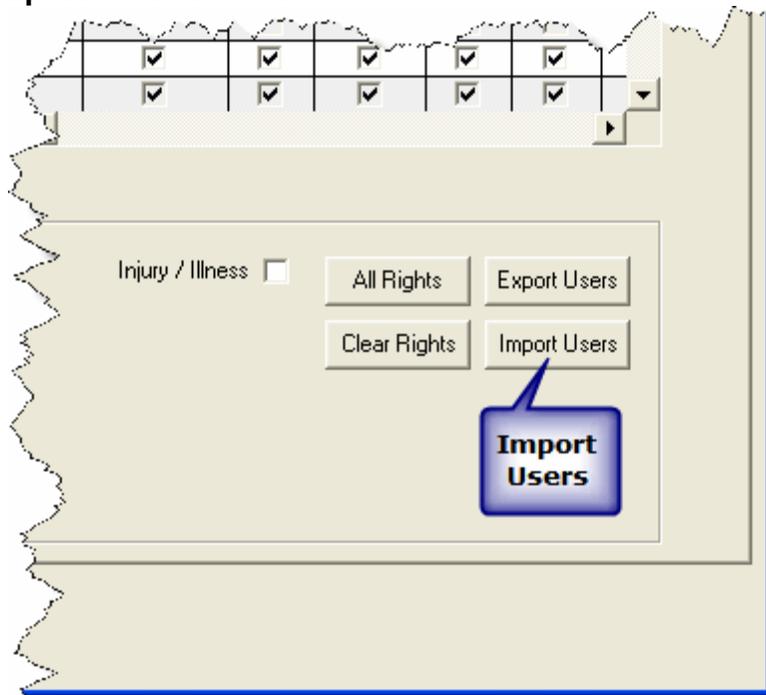
4. From the **Name of database with users to export** drop-down list, select the appropriate database.
5. In the **Export File Name** box, type the name to assign to the user file you are exporting.
6. Click the **OK** button to export the users to a file.
7. When the message **Isuite User Data Export complete** message displays, click the **OK** button to close the window.
8. When the **User Export** window re-displays, notice that the path where the file was exported displays in the **Export File Name** box. Click the **Close** button to close the **User Export** window.

### Importing Users

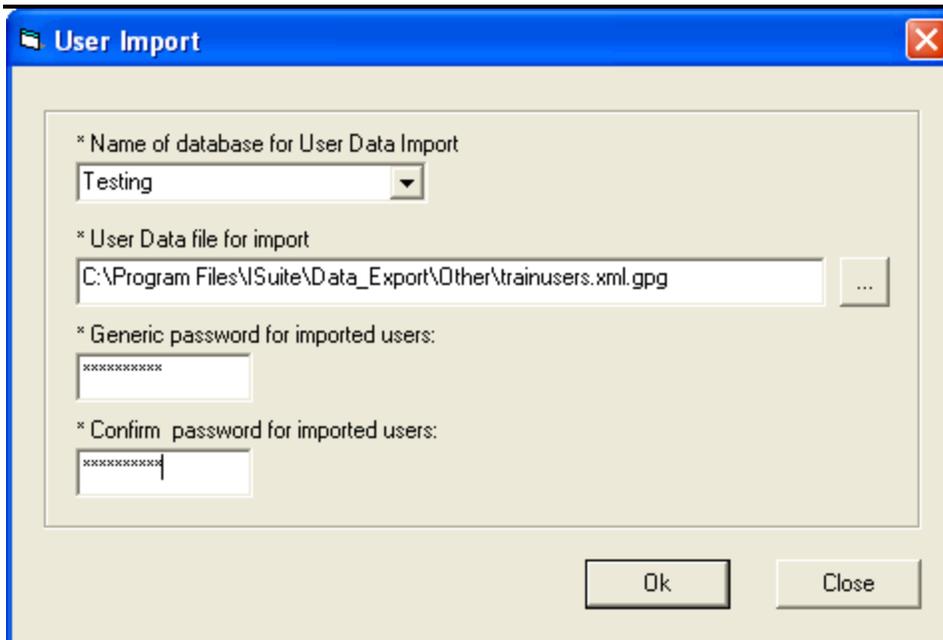
Follow the steps in this section to import users from one database to another:

You must first export the users to a file before you can import them into a different database. See "Exporting Users" on page 12.

1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Users** button to open the **Manage Users** window.
3. Click the **Import Users** button.



The Users Import window displays:



4. From the **Name of database for User Data Import** drop-down list, select the database into which you want to import the users.
5. Click the **Browse** button next to the **User Data file for import** box to search for the user data file you want to import. On the **Browse for Existing User Data File** window, click the file you want to import then the **OK** button to insert it into the **User Data file for import** box.
6. In the **Generic password for imported users** box, type a temporary password to assign to all of the imported users.
7. In the **Confirm password for imported users** box, re-type the temporary password to ensure it was entered correctly.
8. Click the **OK** button to import the users to the selected database.
9. A message displays identifying any fields that were not updated for the users. Click the **OK** button to close this window.
10. When the **Isuite User Data Import Successful** message displays, click the **OK** button to close the window.
11. Click the **Close** button on the **User Import** window to close the window.

## Disconnecting a User

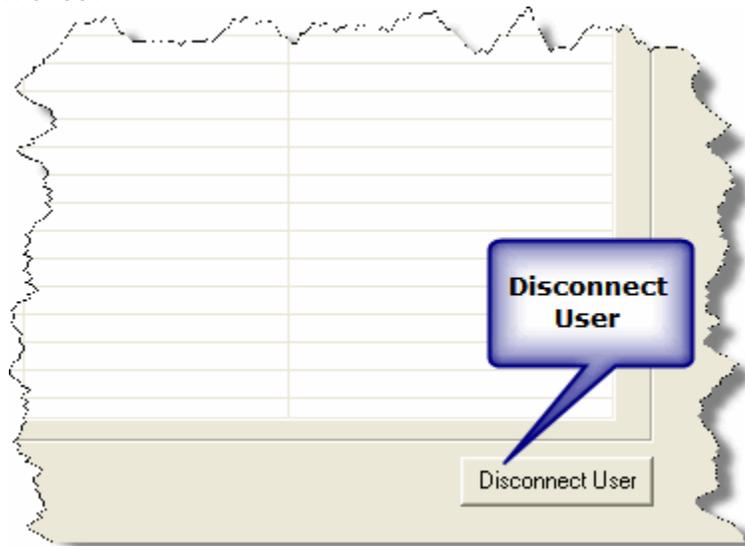
Follow the steps in this section to disconnect a user from the database:

This process clears the user's connection if there are problems that occur when logging into the system.

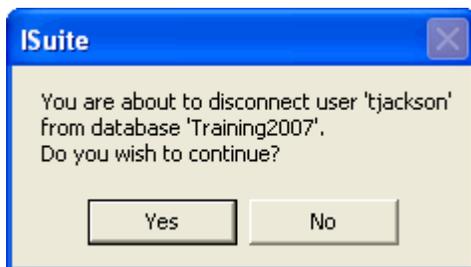
## Chapter 2: Managing I-Suite Users and Passwords

---

1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Under **Connection Information**, click the user you want to disconnect.
3. Click the **Disconnect User** button that displays beneath the **Connection Information** area.



A message displays indicating that you are about to disconnect the user from the database.



4. Click the **Yes** button to disconnect the user.

After the user is disconnected from the database, they can open I-Suite and log back into the database.

## Chapter 3

# Managing Your Incident Databases

This section identifies how to manage an incident database. It includes information on how to create, copy, attach, detach, backup, restore, and rename an incident database.

Use your team's naming standards to name a new incident database. General Database Naming Rules are as follows:

- The database name should include the incident name.
- The name must not include any spaces, semi-colons, dollar signs, or any characters not allowed by MS Windows File Naming Conventions.

### Copying an Incident Database

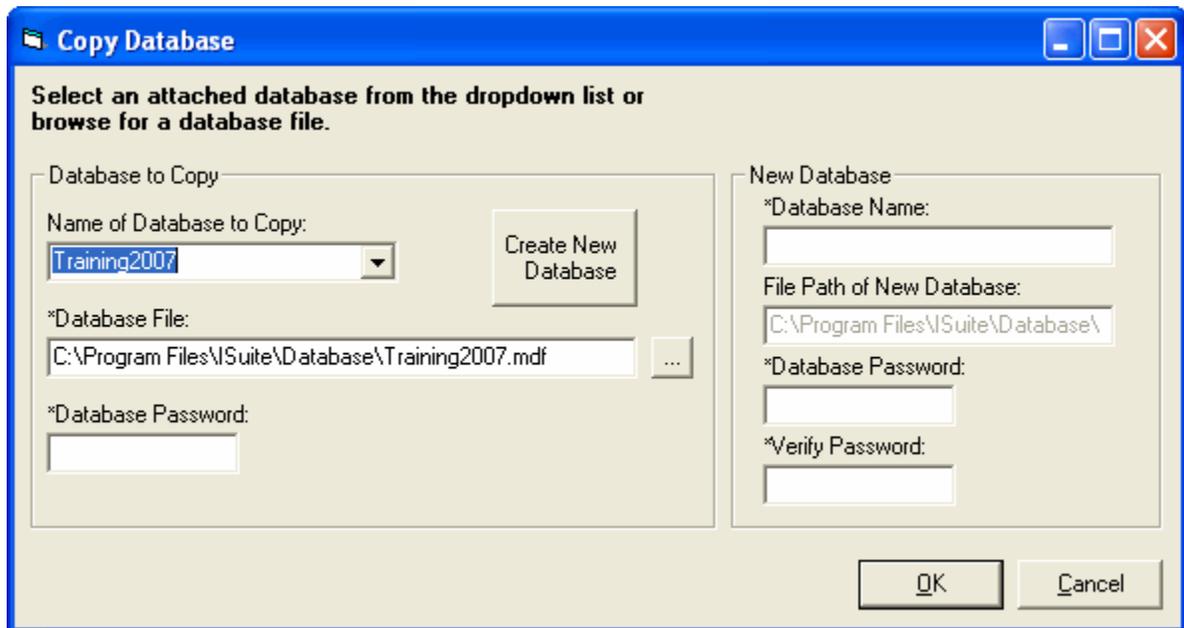
Follow the steps in this section to copy an **Incident Database**:

Use your team's naming standards to name your incident database.

1. From the **Module** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.

## Chapter 3: Managing Incident Databases

2. Click the **Copy/New DB** button to open the **Copy Database** window.



3. From the **Name of Database to Copy** drop-down list, select the database that you want to copy. If the name of the database is not listed, you can type the name into the text box.

When you select a database, I-Suite automatically inserts the path for the database in the **Database File** box.

If the name of the database you want to copy does not display in the **Name of Database to Copy** drop-down list, you can manually search for the database by clicking the **Browse** button next to the **Database File** box.

4. Enter the **Database Password** for the database being copied.
5. Under **New Database**, enter the **Database Name** to assign to the new database.
6. Enter the **Database Password** to assign to the new database.

The new **Database Password** must be 8 to 16 characters long and follow the same rules as those defined for User Passwords. See "Managing Users and Passwords" on page 6.

7. In the **Verify Password** box, re-enter the password for the new database to make sure it was entered correctly.
8. Click the **OK** button to copy information from the selected database to the new database.

The **File Path of New Database** box displays the complete file location of the new incident database. The **Copy Database** procedure will automatically attach the new database.

## Creating a New Blank Database

Follow the steps in this section to create a blank incident database:

1. From the **Modules** drop-down menu, select **Database Admin** to open the **Database Admin** window.
2. Click the **Copy/New DB** button to open the **Copy Database** window.
3. Click the **Create New Database** button.

When you click the **Create New Database** button, the **Database to Copy** area is disabled.

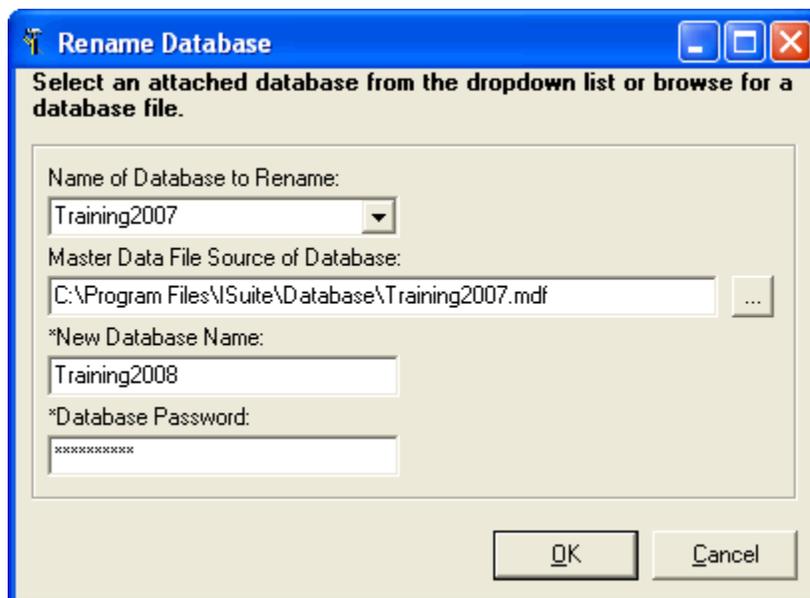
4. Under **New Database**, enter the **Database Name** to assign to the new database.
5. In the **Database Password** box, type the password to assign to the database.
6. Retype the password in the **Verify Password** field to make sure it was entered correctly.
7. Click the **OK** button to create the new database.

## Renaming an Incident Database

Follow the steps in this section to rename an **Incident Database**:

Use your team's naming standards to rename your incident database.

1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Rename** button to open the **Rename Database** window.



## Chapter 3: Managing Incident Databases

3. From the **Name of Database to Rename** drop-down list, select the database that you want to rename.

When you select a database, I-Suite automatically inserts the path for the database in the **Master Data File Source of Database** box.

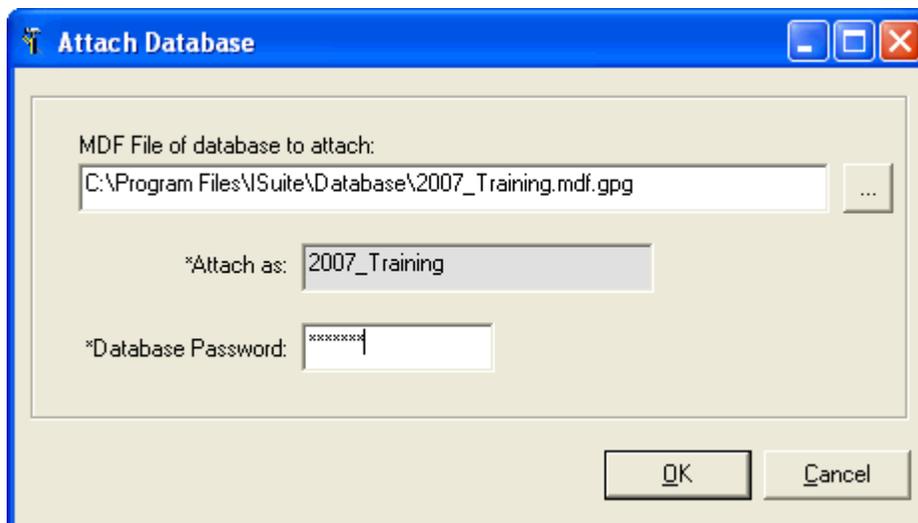
If the name of the database you want to rename does not display in the **Name of Database to Rename** drop-down list, you can manually search for the database by clicking the **Browse** button next to the **Master Data File Source of Database** box.

4. Enter the **New Database Name**.
5. Enter the **Database Password**.
6. Click the **OK** button to rename the database.

## Attaching an Incident Database

Follow the steps in this section to attach an Incident Database:

1. From the **Modules** drop-down menu at the top of the Main I-Suite window, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Attach** button to open the **Attach Database** window.



3. Click the **Browse** button next to the **MDF File of database to attach** box. Use the window that displays to browse to the folder where the database is located. Click the database, and then the **OK** button to insert the path into the **MDF File of database to attach** box.

The name of the database you are attaching displays in the **Attach as** box. This is the name the system automatically assigns to the database. You cannot change this name.

4. Enter the **Database Password**.

5. Click the **OK** button to run the attachment procedure.

## Detaching an Incident Database

Follow the steps in this section to detach an Incident Database:

Make sure no one is using the database when it is detached, or their unsaved data will be lost. When you detach a database, other users will no longer have access to the database.

1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Detach** button to open the **Detach Database** window.



3. From the **Name of Database to Detach** drop-down list, select the database you want to detach.
4. In the **Database Password** field, type the password for the database you are detaching.
5. Click the **OK** button to detach the database.
6. When the **Warning** window displays, click the **Yes** button to detach the database.

## Manually Backing Up the Incident Database

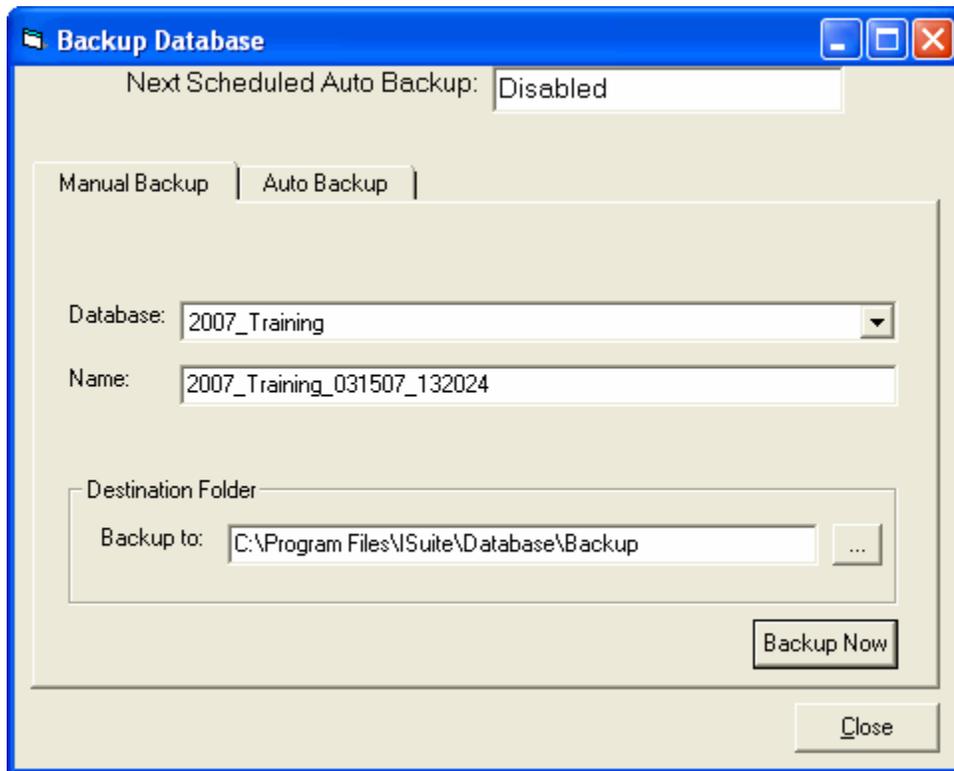
Follow the steps in this section to manually backup the **Incident Database**:

To recover a backed up Incident Database, you must know the **Login Password**.

1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Backup** button to display the **Backup Database** window.

## Chapter 3: Managing Incident Databases

3. Click the **Manual Backup** tab.



4. Select the database you want to backup from the **Database** drop-down list.
5. I-Suite automatically creates a name for the backup and inserts it into the **Name** box. The backup name includes the **Database Name\_Current Date\_Current Time**. If needed, you can change the backup name by typing over the existing text.
6. I-Suite automatically inserts the path **C:\Program Files\ISuite\Database\Backup** into the **Backup to** box. If needed, you can change this path by either typing a new one or using the **Browse** button to select the path.

If you change the default path for the backup, I-Suite will back the database up to both the default path and the directory specified in the **Backup To** box.

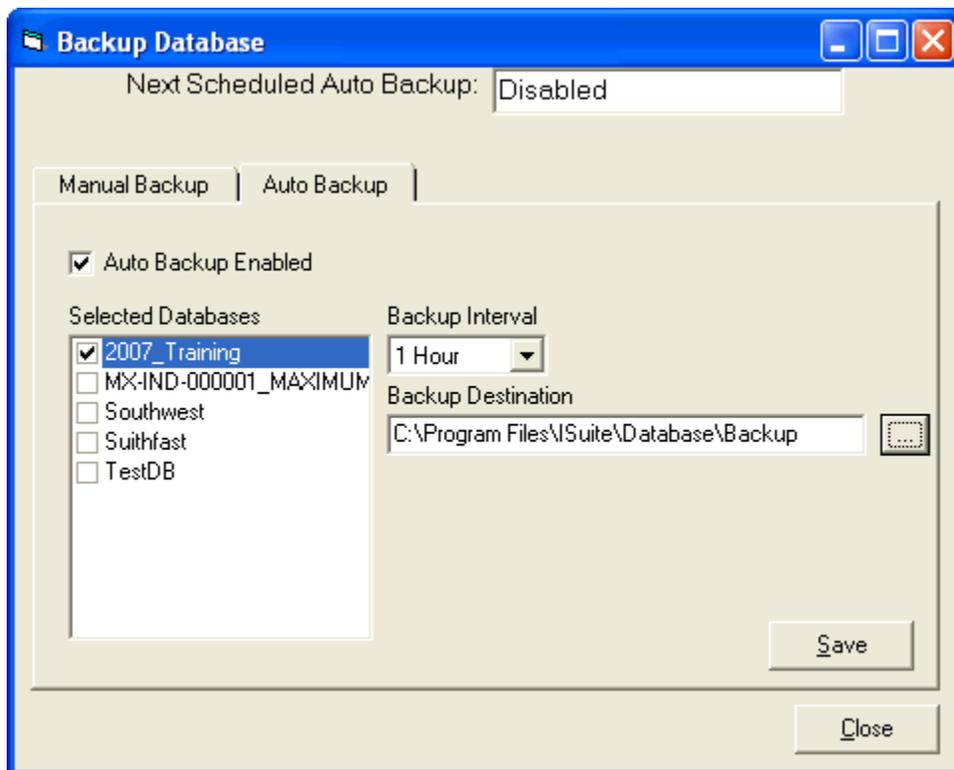
7. Click the **Backup Now** button to start the backup process.
8. The message **Back-up in progress . . . Please wait!** displays while the backup is performed. When the message **Backup completed successfully** displays, click the **OK** button to close the window.
9. When the **Backup Database** window redisplay, click the **Close** button to close the window.

### Automatically Backing Up the Incident Database

Follow the steps in this section to automatically backup the **Incident Database**:

Once initiated, Automatic Backups will continue at the specified intervals until backups are deactivated.

1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Backup** button to open the **Backup Database** window.
3. Click the **Auto Backup** tab.



4. Click to check the **Auto Backup Enabled** checkbox to enable the automatic backup system.
5. In the **Selected Databases** box, click to check the checkbox next to each of the databases you want to include in the automatic backup procedure.
6. From the **Backup Interval** drop-down list, select the total amount of time the system should wait before performing the backup.
7. I-Suite automatically inserts the path **C:\Program Files\Suite\Database\Backup** into the **Backup Destination** box. If needed, you can change this path by either typing a new one or using the **Browse** button to select the path.

If you change the default path for the backup, I-Suite will back the database up to both the default path and the directory specified in the **Backup Destination** box

## Chapter 3: Managing Incident Databases

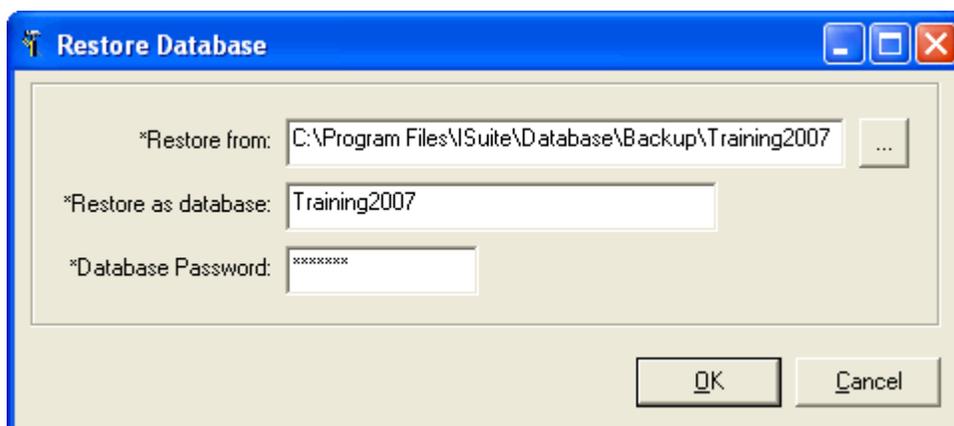
8. Click the **Save** button to save the settings for the automatic backup procedure. The system automatically inserts the date and time when the backup will next occur in the **Next Scheduled Auto Backup** box at the top of the window.
9. Click the **Close** button to close the **Backup Database** window.
10. A note displays indicating that I-Suite must be running in order for the auto-backup to occur. Click the **OK** button to close the window

If you close the I-Suite application, Automatic Backups will not occur. For security reasons, you must lock your computer or set it in stand-by mode when you leave the computer.

## Restoring the Backup Database

Follow the steps in this section to restore the backup database, if needed:

1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Restore** button to open the **Restore Database** window.



3. Click the **Browse** button next to the **Restore From** box. A **Browse for Existing Database Backup File** window displays.
4. Use the **Browse** window to search for the database that you want to restore. Click the database to highlight it and the **OK** button to insert the path in the **Restore from** box.
5. In the **Restore as Database** box, type the name to assign to the restored database.

Restoring the database with the same name as the original database will overwrite the original database.

6. Enter the **Database Password**.
7. Click the **OK** button to restore the database to the I-Suite system.
8. If a database already exists with the name defined in the **Restore as Database** box, a window displays indicating that the database already exists. The system

will assign a different name to the restored database. Click the **OK** button to rename the restored database.

9. If you click the **Cancel** button, a warning displays indicating that you must detach or delete the database with the same name before you can restore it. Click the **OK** button to cancel the database restore procedure.

## Chapter 4

### Importing ROSS Data Files

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

- ROSS data can be imported into an I-Suite database as many times as needed.

I-Suite automatically matches crew members to crews when the import process is run.

Supply items in the ROSS import file will not be imported into the I-Suite database.

- 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 that are affected include:
  - **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:** I-Suite will only display and save the first 20 characters of an **Incident Name** or **Resource Name**. When you import any **Incident Name** or **Resource Name** that contains more than 20 characters, you must rename the **Incident** or **Resource** with a name that contains 20 or fewer characters.

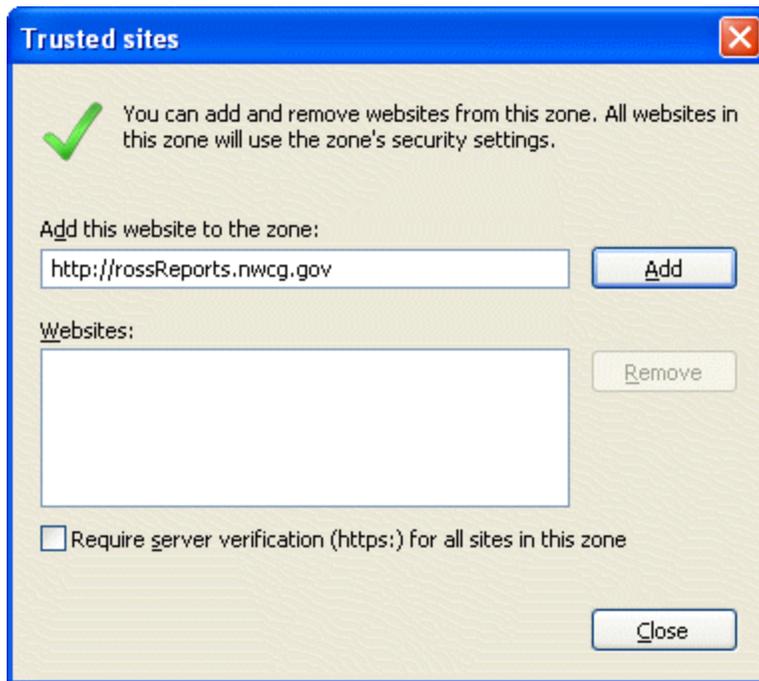
You must know your **ROSS User ID** and **Password** to download ROSS data from the Cognos Web site. If you have any questions about your **ROSS User ID** and **Password**, contact the **Home Dispatch Center** that created your account.

#### Check Internet Settings Prior to Download

Follow the steps in this section to prior to downloading a ROSS data file:

1. Start your Internet Explorer.

2. Select the **Tools** menu and the **Internet Options**.
3. Click the **Security** tab and select the **Trusted sites** option.
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.



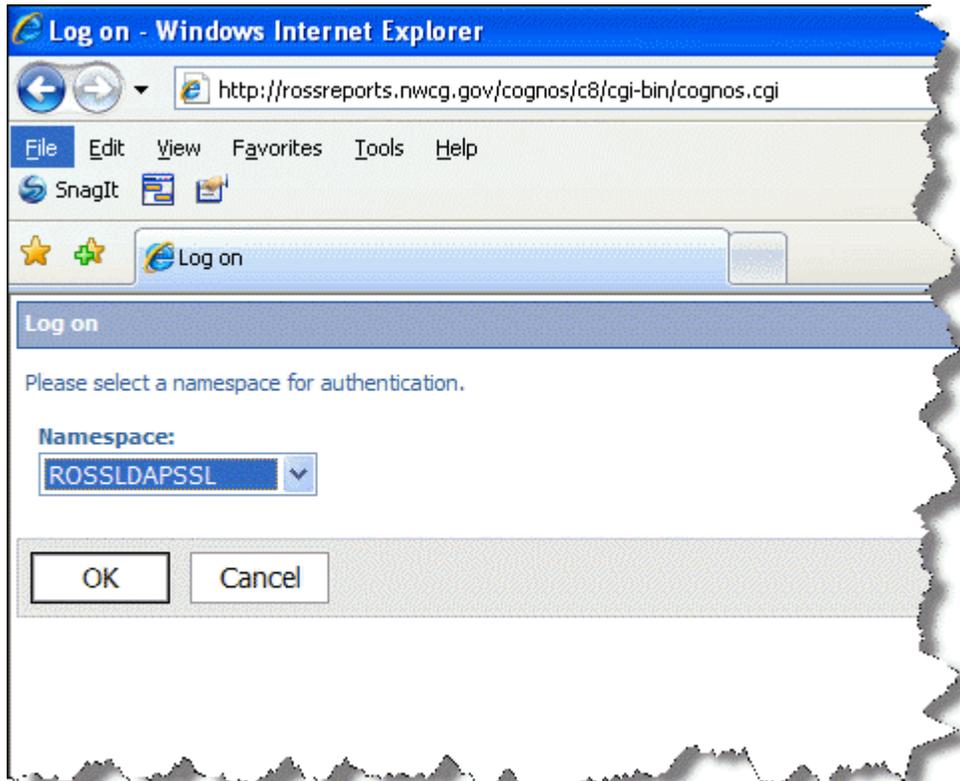
## Download ROSS Data File

This process can be run from either 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 of the steps.

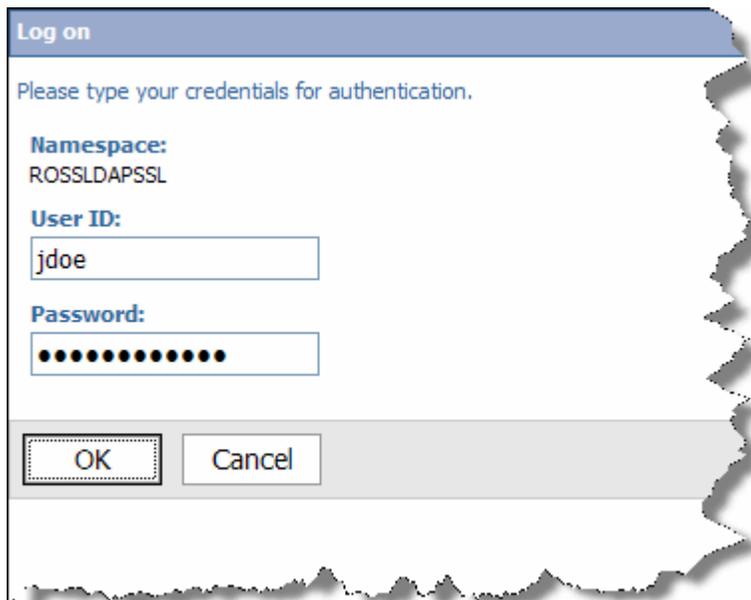
1. Open **Internet Explorer**.
2. In the **Address** box, enter **http://rossReports.nwcg.gov/cognos/c8/cgi-bin/cognos.cgi**.
3. From the **Namespace** drop-down list on the **Login** page, select **ROSSLDAPSSL** and click the **OK** button.

## Chapter 4: Importing ROSS Data Files

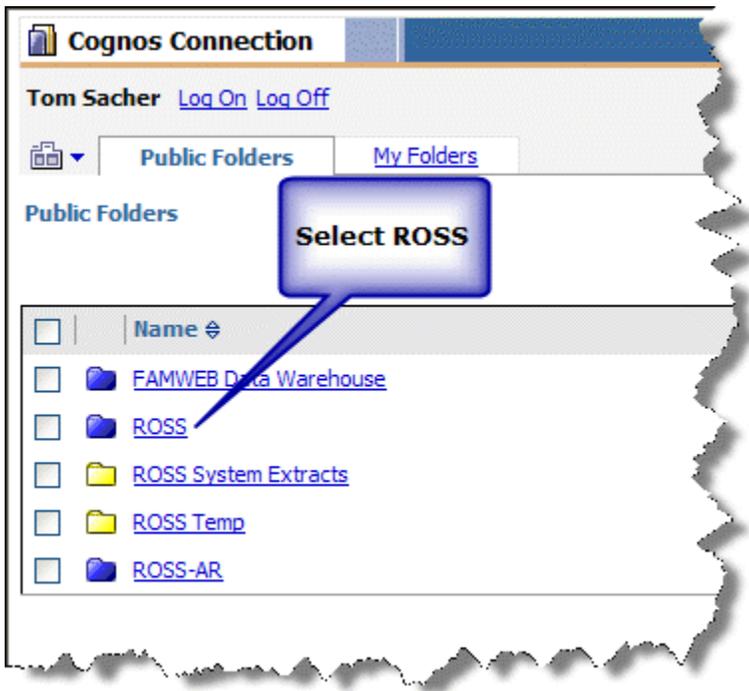
---



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.



## Chapter 4: Importing ROSS Data Files

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

Incident Name  Incident Type **\*\*All\*\***

Incident Number  Incident Host  Incident Dispatch

Incident [Number] Name\*

[AK-ACC-000001]	2008 AICC Emergency Communications Kit
[AK-ACC-000002]	2008 DOI Disaster Response Plan
[AK-ACC-000003]	2008 AICC Communications Preposition
[AK-ACC-000005]	2008 AICC Multiple Fire Support
[AK-ACC-000012]	2008 L-48 Crew (Group 6) Support

**Filters**

Cancel < Back Next > View Report Clear Filters

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

Cognos Viewer - I-Suite Import File

Create ISuite Extract **Create Extract**

98954 Moose Creek Prescribed Fire FY09 AK-M	09 04:05:00
1912578 HADE, DAVE  BLM O-1 AK-AKD RXB2 PRESCRIBED FIRE BURN BOSS, TYPE 2  FAI 03/09/2009 07:30:00 1 O	
1912579 BROOKS, JASON  BLM O-3 AK-AKD FFT2 FIRE FIGHTER TYPE 2  FAI 03/09/2009 07:30:00 1 O	
1912580 SCHUMACHER, AARON  BLM O-4 AK-AKD FFT2 FIRE FIGHTER TYPE 2  FAI 03/09/2009 07:30:00 1 O	
1912591 Ray, Justin  BLM O-2 AK-AKD RXB2 PRESCRIBED FIRE BURN BOSS, TYPE 2  FAI 03/09/2009 07:30:00 1 O	

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.

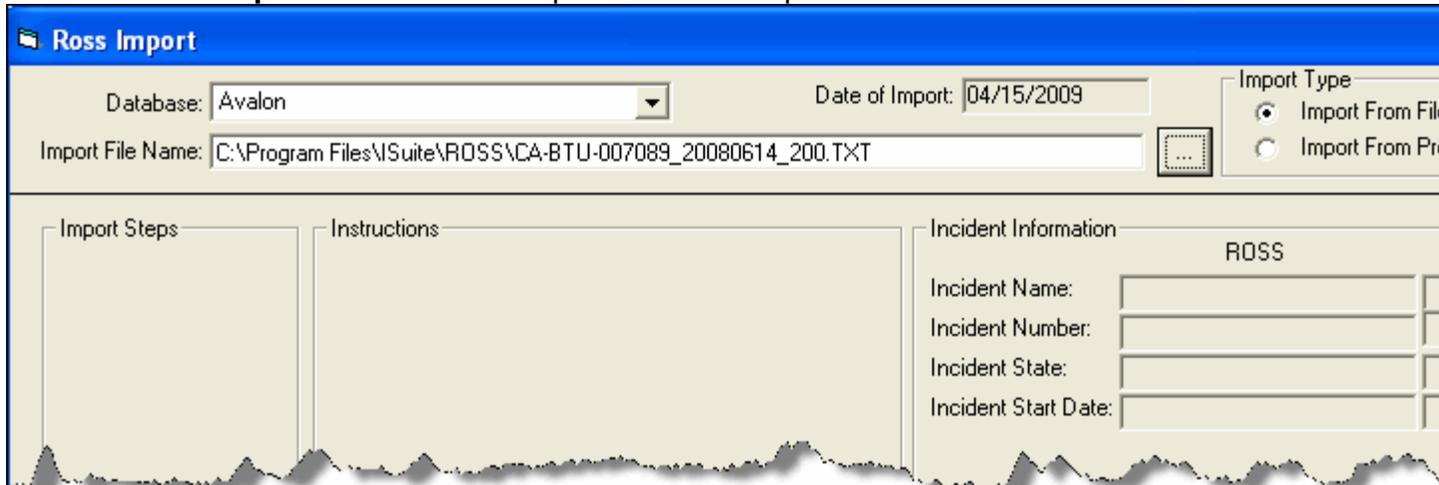
15. Click the **Log Off** option on the top left corner of the page.
16. Close Internet Explorer.

## Importing ROSS Data into Database File

Follow the steps in this section to import ROSS data into an I-Suite Database file:

The **Status Bar** in the bottom left corner of the Ross Import window identifies the database into which you are importing data. It also shows the current step on which you are working in the process.

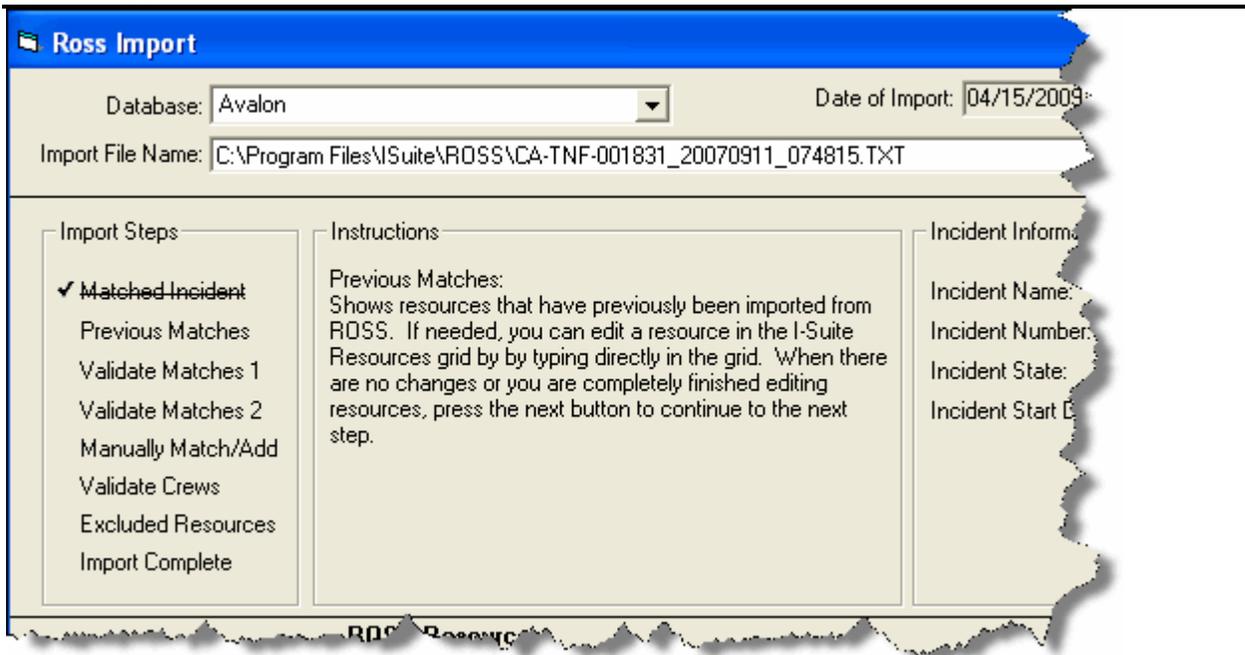
1. From the **Module** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Import Data** button to open the Ross Import window.



3. From the **Database** drop-down list, select the database into which you will be importing the ROSS data file.
4. Select the **Import from File** option under **Import Type**.
5. Click the **Import Data** button to open the ROSS Import window:
4. Click the **Browse** button next to the **Import File Name** box. In the window that displays, browse to the ROSS data file you want to import. Click the file and then the **OK** button to insert the path into the **Import File Name** box.
5. When the **Ross Import** window redisplay, click the **Load Data** button.

After the data is loaded, a list of import steps displays at the top of the window. 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.

## Chapter 4:Importing ROSS Data Files



### Ross Import Buttons

The following buttons display on the **Ross Import** window after you have imported the data:

The **Remove** buttons only remove data from the I-Suite grid that has not already been imported (saved) into the I-Suite database. Data previously entered or imported into the I-Suite database cannot be removed with the **ROSS Import** function.

- **Selector** – highlights the row to the right of the button
- **>> (Select 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 was added to the I-Suite grid back to the ROSS grid
- **<< (Remove All)** – moves ALL data that was 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 all added or changed data currently in the I-Suite grid into the I-Suite database

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

- Importing the data into a blank I-Suite database or adding an incident to an I-Suite database that contains other incidents.
- Importing data into an I-Suite database that already contains data (either manually entered or previously imported from a ROSS database).

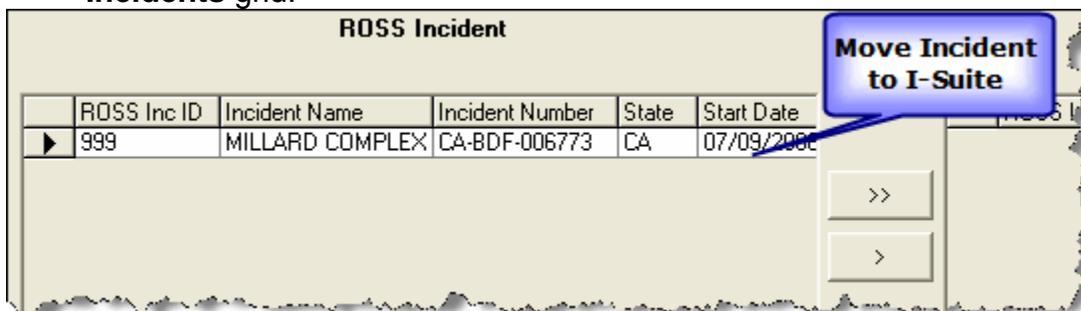
Instructions for both scenarios are listed below:

## Importing an Incident into an I-Suite Database

Follow the steps in this section to import a ROSS Incident into an I-Suite database:

You must have already imported ROSS data into a database before you can proceed with this procedure. See "Importing ROSS Data Files" on page 26

1. On the ROSS Import window, click the incident you want to import in the **ROSS Incidents** grid.



2. Click the >> button to move the incident from the **ROSS Incident** grid to the **I-Suite Incidents** grid.
3. Click the **Next** button to move to the next step in the Import process.

## Matching a Ross Incident to an I-Suite Incident

Follow the steps in this section to match a Ross Incident to an I-Suite incident:

1. On the **Ross Import** window, click the incident you want to match in the **Ross Incident** grid.
2. In the **I-Suite Incidents** grid, click the corresponding incident.
3. Click the **Match** button to match the **Ross Incident** to the **I-Suite Incident**.
4. Click the **Next** button to continue with the next step in the Import process.

## Chapter 4: Importing ROSS Data Files

### Importing Ross Resources into a Blank Database

Follow the steps in this section to import ROSS resources into an I-Suite database:

1. On the **Ross Import** window, click the **>>** button to add all resources listed under the **ROSS Resources** grid to the **I-Suite Resources** grid.



The screenshot shows a table titled "ROSS Resources" with the following columns: ROSS Res ID, Request Number, Resource Name, and Agency. The table contains 10 rows of data. To the right of the table is a vertical panel with navigation buttons: >>, >, <, and <<. A blue callout box with the text "Click to Move Resources to I-Suite" points to the >> button.

ROSS Res ID	Request Number	Resource Name	Agency
598548	A-1	ROTORWING - TAC - 509 C	FS
598731	A-6	HELICOPTER - T3 - 911FS	PVT
599072	A-11	HELICOPTER - CGRNR (HE	PVT
599177	A-11.1	PURYEAR, STEVEN	FS
599178	A-11.2	POLSTON, AARON	FS
599179	A-11.3	RAMBO, SHAWN	FS
599180	A-11.4	MAGANA, JOSE R	FS
599181	A-11.5	DELAROSA, RICARDO	FS
599182	A-11.6	HOWARD, CASEY	FS
599183	A-11.7	BALL, MATT	FS
599184	A-11.8	VASQUEZ, RICARDO N	FS

If you want to select individual resources to add, hold down the **Ctrl** key and click each resource under the **ROSS Resources** grid that you want to include. Then click the **>** button to move the selected resources to the **I-Suite Resources** grid.

2. Click the **Next** button to move to the next step in the Import process.

### Validating Previous Matches

Follow the steps in this section to validate previously matched **ROSS** and **I-Suite Resources**:

1. On the **ROSS Import** window, compare the **ROSS Resources** to the **I-Suite Resources**.
2. If a matched resource is found that should not be matched, click the resource in the **I-Suite Resource** grid.
3. Click the **Unmatch** button to unmatch the resources.



The screenshot shows a table with columns for Resource ID, Request Number, Resource Name, Agency, and another Resource ID. The table contains 7 rows of data. To the right of the table is a vertical panel with "Match" and "Unmatch" buttons. A blue callout box with the text "Click Unmatch to Unmatch Resources" points to the "Unmatch" button.

Resource ID	Request Number	Resource Name	Agency	Resource ID
598986	C-2.10	RHODES, PE		598986
598987	C-2.11	DAVIS, BRAN		598987
598988	C-2.12	FIMBRES, JA		598988
598989	C-2.13	WHITCHER, MIKE	FS	598989
598990	C-2.14	STARK, JAMES	FS	598990
598991	C-2.15	MUNDO, PATRICIA	FS	598991
598992	C-2.16	LOERA, JOSE	FS	598992

You can also unmatch the resources by typing over the information for the resource in the **I-Suite Resource** grid.

4. Click the **Next** button to move to the next step in the Import process.

## Validating Resources Matched by Request Number & Name

Follow the steps in this section to unmatch resources that were incorrectly matched by **Request Number** and **Name**. This is the **Validate Matches 1** step on the **Ross Import** window:

1. On the **Ross Import** window, click the resource that should not be matched in the **I-Suite Resources** grid.
2. Click the **Unmatch** button.

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.

3. Click the **Next** button to move to the next step in the Import process.

## Validating Resources Matched by Request Number

Follow the steps in this section to unmatch resources that were incorrectly matched by **Request Number**. This is the **Validate Matches 2** step on the **Ross Import** window:

1. On the **ROSS Import** window, compare the **ROSS Resources** that were matched to **I-Suite Resources** by request number.
2. In the **I-Suite Resources** grid, click the resource that should not be matched.
3. Click the **Unmatch** button to unmatch the resource.

If the data is same for the resources that do not match, you can type directly into the I-Suite Resources grid to edit the resource data.

4. When you have finished editing all of the I-Suite resources, click the **Next** button to move to the next step in the Import process.

## Manually Matching Resources

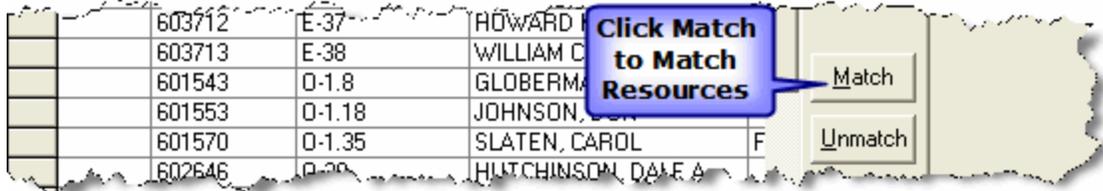
Follow the steps in this section to manually match resources:

1. On the **ROSS Import** window, click the resource you want to match in the **ROSS Resources** grid.
2. In the **I-Suite Resources** grid, click the corresponding resource that should be matched.

## Chapter 4: Importing ROSS Data Files

---

3. Click the **Match** button to match the resources.



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.

### Manually Adding Resources

Follow the steps in this section to manually add resources to an I-Suite database:

1. On the **ROSS Import** window, click >> to add all resources listed in the **ROSS Resources** grid.

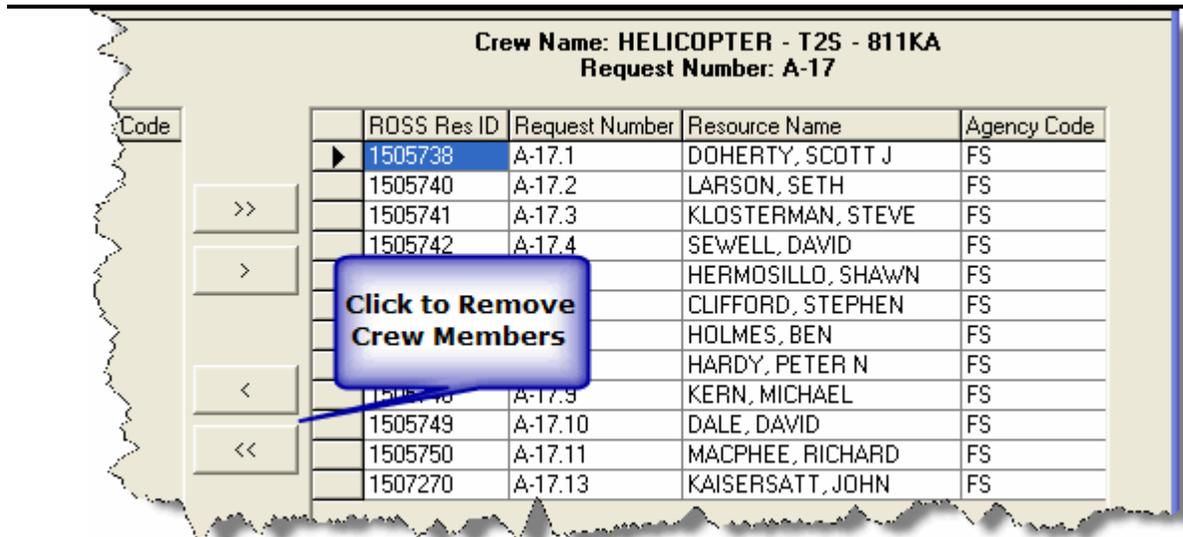
If you want to select individual resources to add, hold down the **Ctrl** key and click each resource under the **ROSS Resources** grid that you want to include. Then click the > button to move the selected resources to the **I-Suite Resources** grid.

2. Click the **Next** button to move to the next step in the Import process

### Assigning Crew Members to a Crew

Follow the steps in this section to assign crew members in a ROSS Import to a crew in I-Suite:

1. On the Ross Import window, review the list of crew members assigned to a crew. If there is a crew member listed that should not be included in the crew, click the crew member and the < button.



To remove multiple crew members, hold down the **Ctrl** key and click each crew member listed in the **Assigned Crew Members** grid that you want to remove. Then click the < button.

To remove all crew members from a crew, 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 of the crews are validated, click the Next button to move to the next step in the process.

## Exclude Resources

Follow the steps in this section to view excluded resources:

1. On the Ross Import window, review the list of excluded resources.

**Excluded Resources**

	ROSS Res ID	Request Number	Resource Name	Agency Code
	1517660	C-28.1	STARR, MAGGIE	FS
	1517661	C-28.2	ROMZEK, PETE	FS
	1517662	C-28.3	MENDIOLA, DIEGO B	FS
	1517663	C-28.4	WILLS, MATTHEW J	FS
	1518203	C-29.1	NORWOOD, JASON	FS
	1518204	C-29.2	THOMAS, MONICA	FS
	1518205	C-29.3	DIAZ, PAULA	FS
	1518133	C-30.1	RODGERS, DUSTIN L	FS
	1518134	C-30.2	WILDHABER, SEAN	FS

## Chapter 4:Importing ROSS Data Files

---

2. Click the **Next** button to move to the next step in the process.
3. When the message **The import process is complete** displays, click the **OK** button to complete the import process.

### Importing Excluded Resources

Follow the steps in this section to import resources that were excluded when importing a Ross file:

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

## Chapter 5

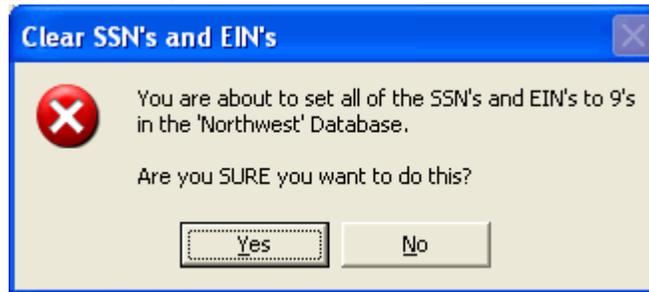
### Purging Social Security Numbers

I-Suite data contains private and personal information including **Social Security Numbers (SSN)** and **IRS Federal Employer Tax ID Numbers (EIN)**. Before publishing any report that might jeopardize this private data, you must remove this sensitive information from the I-Suite database.

**Important Note:** The following procedure will permanently remove the SSN's and EIN's from the database. If this information is still needed, make sure you create a copy of the database before purging the SSN's and EIN's from the current I-Suite database.

Follow the steps in this section to run the purge process:

1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Purge SSN/EIN** button to display the **Clear SSN's and EIN's** window. The message on this window indicates that running this option will change all of the SSN's and EIN's to 9's.



3. Click the **Yes** button to continue. A second **Clear SSN's and EIN's** window displays. This window is to confirm that you really want to run this procedure.

Because the purge process cannot be reversed, two warning messages display before you can run the procedure.

4. Click the **Yes** button to continue. When the process is complete, the message **Update Complete** displays.
5. Click the **OK** button to close the window.

## Chapter 6

### Exporting I-Suite Data Files

This section explains how to create and then export Injury/Illness I-Suite data files to the Data Repository. At each team transition and at the end of an incident, upload all I-Suite data files to the Data Repository.

You must have a **DMS User Name** and **Password** to access the repository site. Contact your **Incident Commander** or the **I-Suite Help Desk** for more information.

#### Creating a Data Repository File

Follow the steps in this section to create a **Data Repository** file:

SSN/EIN's are automatically purged from the Repository file.

1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.

2. Click the **Export Data** button. The **Data Export** window

**Data Export**

**Export Type**

Financial

Injury / Illness

Repository

**Export Instructions**

1. Select a database to export.
2. Select one incident to be used in the file name. a repository file will be created for each incident.

NOTE: Data for all incidents within the selected database will be included in the repository file.

3. Click 'OK' to export the repository file.
4. If the incident has ended, click 'Yes' for End of Incident.
5. Upload the export file to the export repository site.

Caution: DO NOT rename the data repository file!

Note:  
Repository Export should be accomplished at the end of the incident.

**Database:**  
2008\_Training

Select incident to be used in the file name:

FROG

RIVER

Host Name	Application
TJACKSON	jadmin GraysLake

**Source file:**  
C:\Program Files\ISuite\Database\GraysLake.mdf

**Destination path:**  
C:\Program Files\ISuite\Data\_Export\Repository

displays.

3. Under **Export Type**, select **Repository**.
4. From the **Database** drop-down list, select the database for which you are creating the repository.
4. Under **Select incident to be used in the file name**, click to check the checkbox next to the incident to use in the file name. If you select more than one incident, multiple files will be created with those file names.

**NOTE:** Each repository file that is created will contain data for all incidents within the selected database.

5. Click the **OK** button to create the **Repository** file.
6. When the **End of Incident** window displays, identify whether this is the end of the incident. If it is the end of the incident, click the **Yes** button. If it is not the end of the incident, click the **No** button.

## Chapter 6:Exporting Data from I-Suite

---

7. When the system has finished creating the repository file, a **Repository Files Created** window displays, click the **OK** button to close the window.
8. Click the **Close** button on the **Data Export** window to close the window.

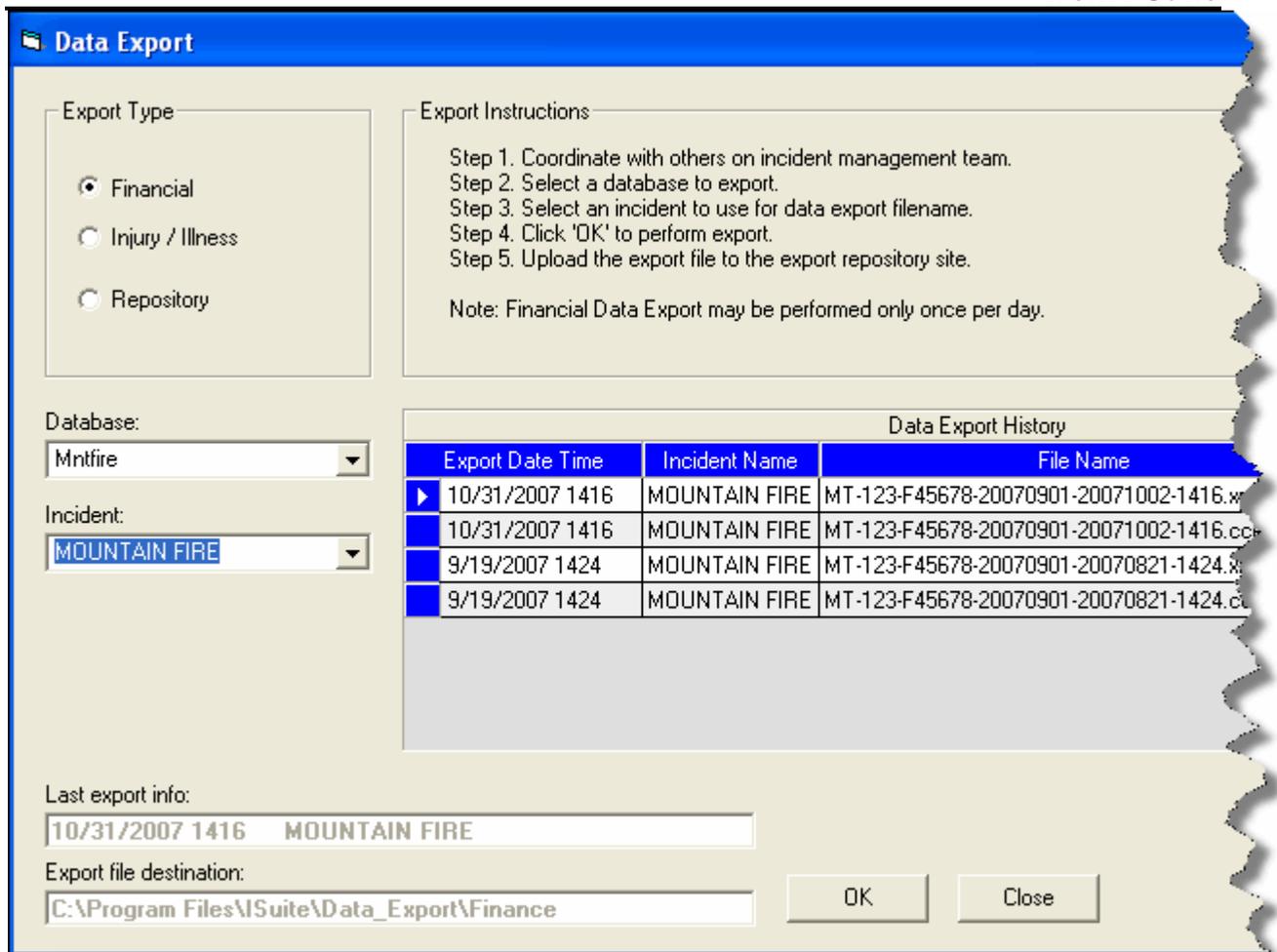
The file is exported to **C:\Program Files\ISuite\Data\_Export\Repository**.

### Creating a Finance Data Export File

Follow the steps in this section to create a **Finance Data Export** File:

Make sure you coordinate with others on the incident management team before creating a finance data export file. This should be done after accruals are finalized for the day. The procedure will export finalized accrual data – **OF-288** original invoices for casual hires and **OF-286** original invoices that have been printed for payment. Once data has been exported, the data is locked and can no longer be changed. This means that **OF-286** and **OF-288** original invoices cannot be deleted and accrual data cannot be modified once this export is completed. After the **Data Export** file is created, the export date and file name appears in the **Data Export History**.

1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Export Data** button to open the **Data Export** window.



3. Click the **Financial** option under **Export Type**.
4. From the **DataBase** drop-down list, select the database for which you are creating the export file.
5. From the **Incident** drop-down list, select the incident for which you are creating the export file.
6. Click the **OK** button to create the export file.
7. When the warning displays indicating that the records will be locked after the export occurs, click the **OK** button to continue with the export process.
8. When the export is complete, the **Data Export** window redisplayes with the exported file listed in the **Data Export History** frame. Click the **Close** button on the **Data Export** window to close the window.

The file is exported to **C:\Program Files\ISuite\Data\_Export\Finance**.

### Creating an Injury/Illness Export File

Follow the steps in this section to create an **Injury/Illness Export** file:

## Chapter 6:Exporting Data from I-Suite

1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Export Data** button to open the **Data Export** window:

**Data Export**

Export Type

Financial

Injury / Illness

Repository

Export Instructions

Step 1. Select a database to export.  
Step 2. Select an incident to use for data export filename.  
Step 3. Click 'OK' to perform export.  
Step 4. Upload the export file to the export repository site.

Note:  
Injury Data Export may be performed multiple times per day.  
All injury data in the database will be exported with each export file.

Database:  
Mntfire

Incident:  
MOUNTAIN FIRE

Data Export History		
Export Date Time	Incident Name	File Name
2/27/2008 0840	MOUNTAIN FIRE	MT-123-F45678-20070930-20080227-...

Last export info:  
2/27/2008 0840 MOUNTAIN FIRE

Export file destination:  
C:\Program Files\ISuite\Data\_Export\Injury

OK Close

3. Click the **Injury/Illness** option under **Export Type**.
4. From the **DataBase** drop-down list, select the database for which you are creating the export file.
5. From the **Incident** drop-down list, select the incident for which you are creating the export file.
6. Click the **OK** button to create the export file.
7. When the export is complete, the **Data Export** window redisplayes with the exported file listed in the **Data Export History** frame. Click the **Close** button on the **Data Export** window to close the window.

The file is exported to **C:\Program Files\ISuite\Data\_Export\Injury**

## Uploading the Data Repository File

Follow the steps in this section to upload a data file after you create it:

1. Start your Internet browser.
2. In the **Address** box, type **isuite.nwcg.gov** to open the I-Suite Web page.
3. On the **Welcome to I-Suite** web page, click the **Data Repository** option.
4. When the **Security Alert** window displays, click the **Yes** button to continue with the upload process. A **Connect to isuite.nwcg.gov** window displays.



The server isuite.nwcg.gov at ISUITE Login requires a username and password.

User name:

Password:

Remember my password

OK Cancel

5. Enter your **DMS User Name** and **DMS Password**. Then click the **OK** button. The **I-Suite Upload Form** page displays.

## Data Repository

---

### I-Suite Upload Form

Please use the naming convention generated from I-Suite.

File:

6. Click the **Browse** button next to the **File** field. Use the window that displays to locate and select the appropriate data repository file.

The default folder location for saving repository files is **C:\Program Files\ISuite\Data\_Export\Repository**.

8. Click the **Upload** button. When the data repository files have finished uploading, the **ISUITE Upload Results** screen displays.

### <sup>1</sup> ISUITE Upload Results

---

The following file was saved:

**MTBRF000001\_FROG\_2010 0417\_0023.mdf.gpg**

9. Click the **Back** button on your Internet browser to upload additional data repository files, or close your browser, as appropriate.

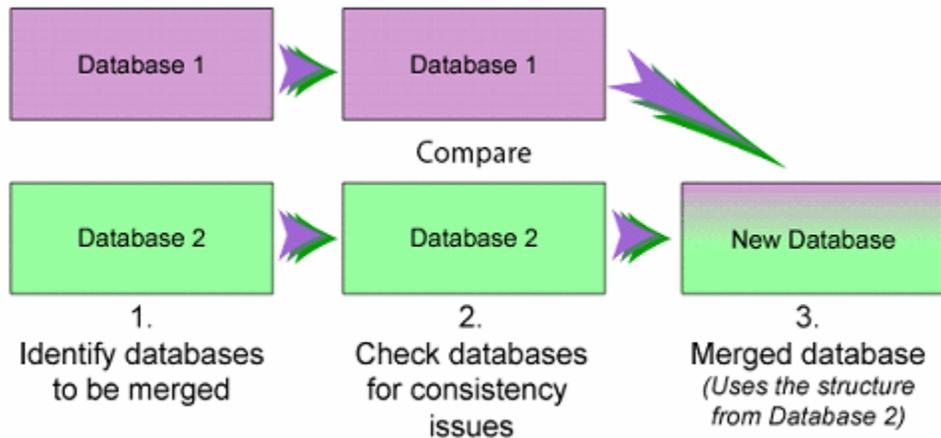
## Chapter 7

### Merging Databases

This section explains how to merge two databases into one database.

For information on combining incidents within the same database, see [Combining Incidents in the Same Database](#).

The following graph shows how this process is done:

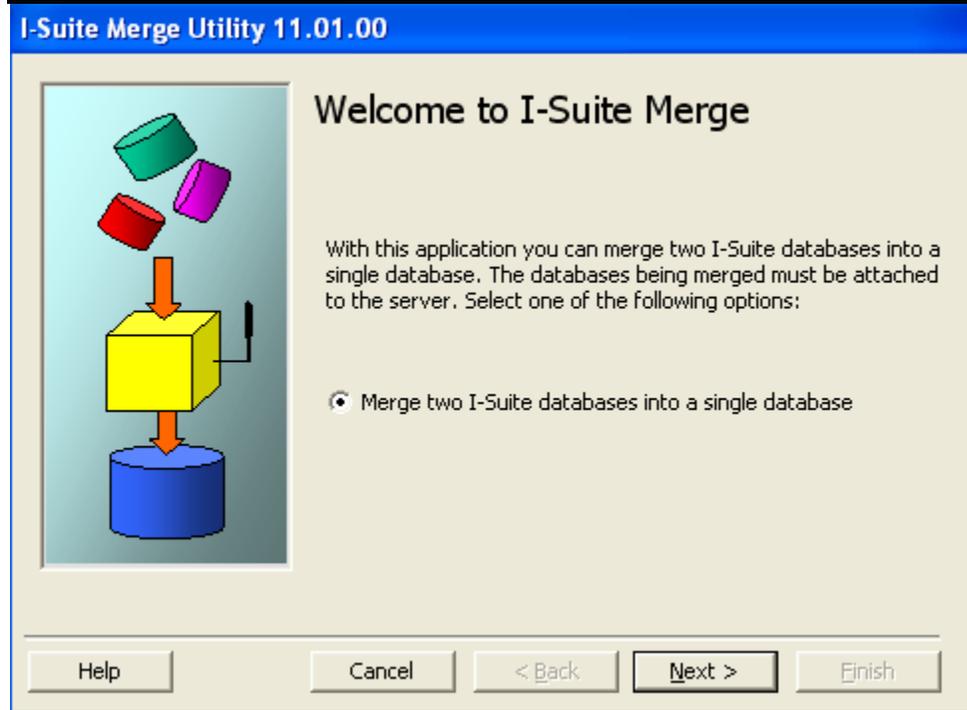


Follow these steps to merge two databases:

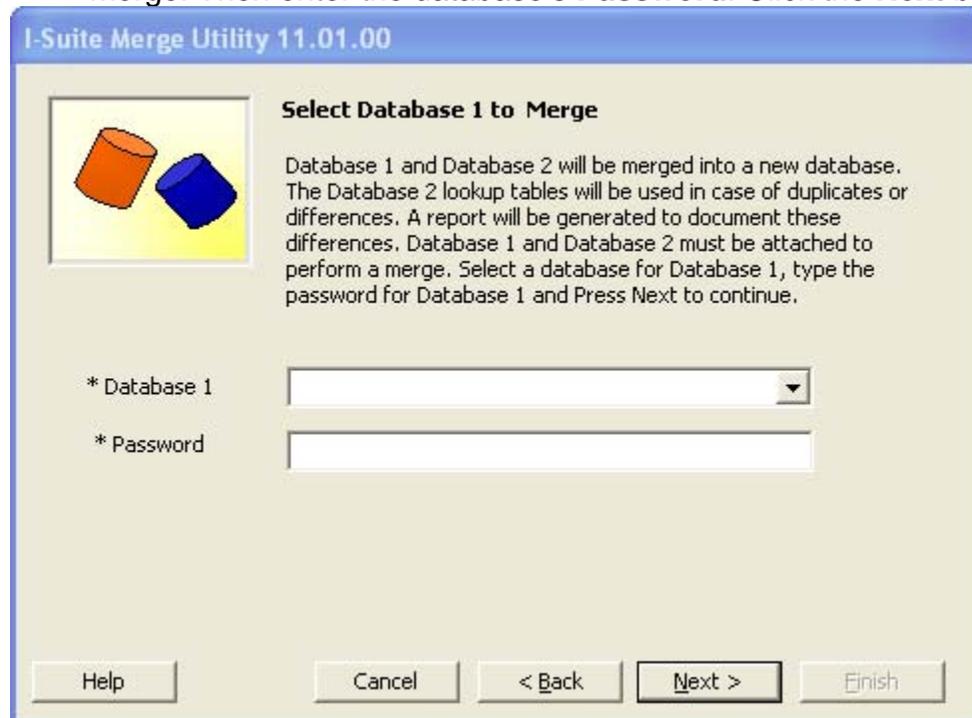
**WARNING:** Make sure all Cost Accruals are finalized and exported before merging the databases. If the Cost Accruals have not be finalized and exported before merging the databases, the Cost Accruals may not be accurate the next time you perform a Cost Accrual Extract.

1. From the **Modules** menu, select the **Database Admin** option to open the **Database Admin** window.
2. If needed, **Attach** the databases that you plan to merge. See "Attaching an Incident Database" on page 20
3. Click the **Merge** button on the **Database Admin** window to open the Merge wizard. Click the **Next** button to continue.

## Chapter 7:IMS

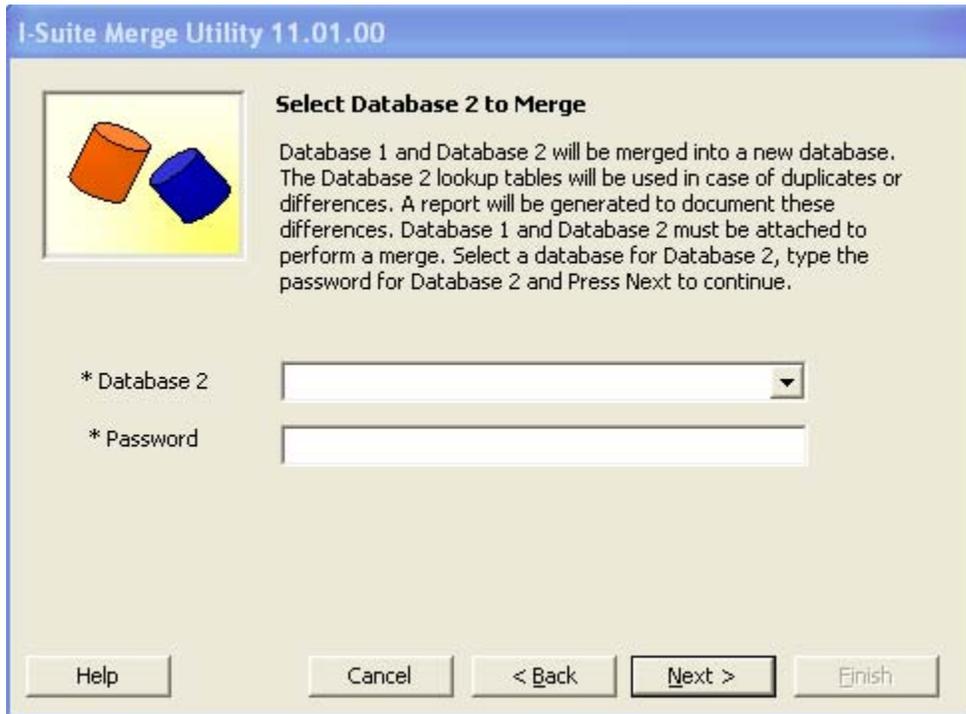


4. From the **Database 1** drop-down list, select the first database to include in the merge. Then enter the database's **Password**. Click the **Next** button to continue.



5. On the **Select Database 2 to Merge** window, select the second database to include in the merge from the **Database 2** drop-down list. Then enter the database's **Password**. Click the **Next** button to continue.

The system uses the **Database 2 Lookup Tables** if there are duplicates or differences in the merged databases.

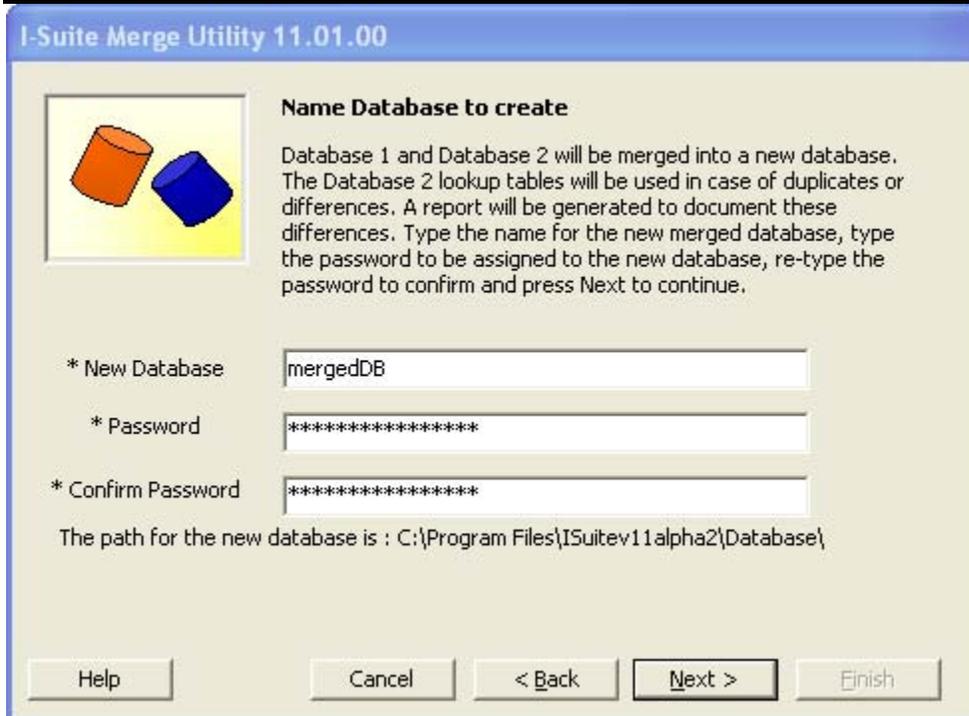


If either of the databases that are being merged have Cost Accrual Extracts that have not been exported, a warning message displays indicating that all accruals should be finalized and exported before merging the databases. Click the **OK** button to close the window. To cancel the merge process, click the **Cancel** button on the I-Suite Merge Utility window. After you have finalized and exported the Cost Accruals, you can restart the merge process.

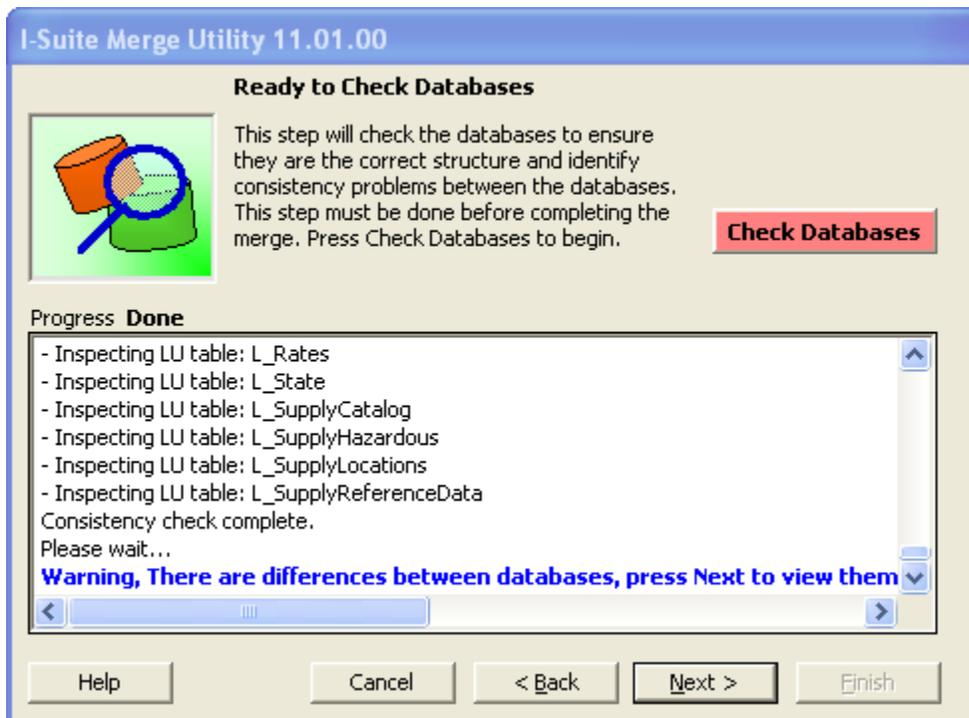
6. On the **Name Database to Create** window, enter a name for the **New Database**. Then enter a **Password** for the merged database. Enter the password a second time in the **Confirm Password** box to ensure it was entered correctly. Click the **Next** button to continue.

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.

## Chapter 7:IMS



7. On the **Ready to Check Databases** window, click the **Check Databases** button.



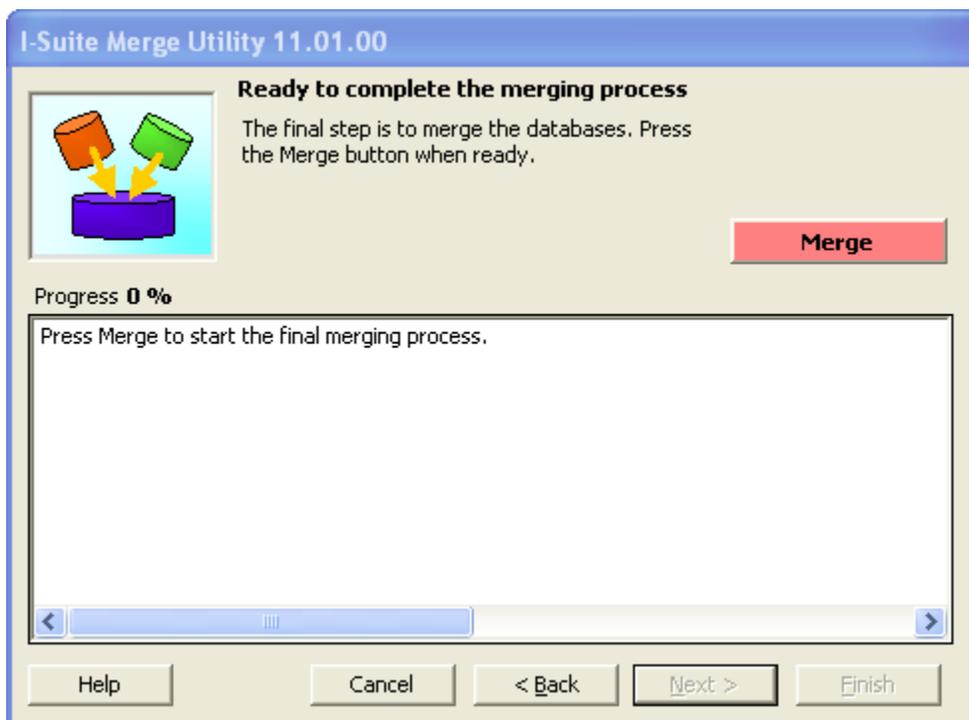
8. The **Progress Label** identifies the percentage of the **Check Databases** process that is complete. When the process is complete, the label changes to **Done**.

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. Click the **Close** button to continue with the process.

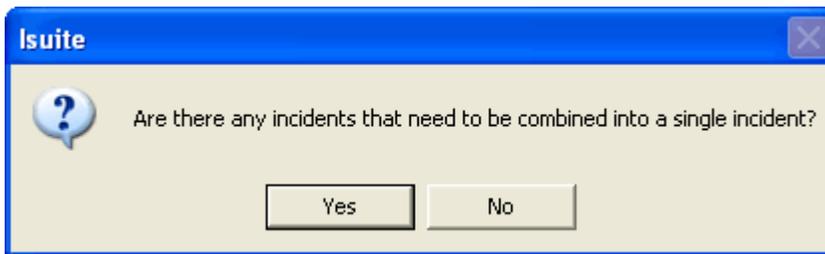
Generally, you do not need to perform any manual editing, because differences are handled through the merge process.

When merging a prior year 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 the list of differences to analyze later.

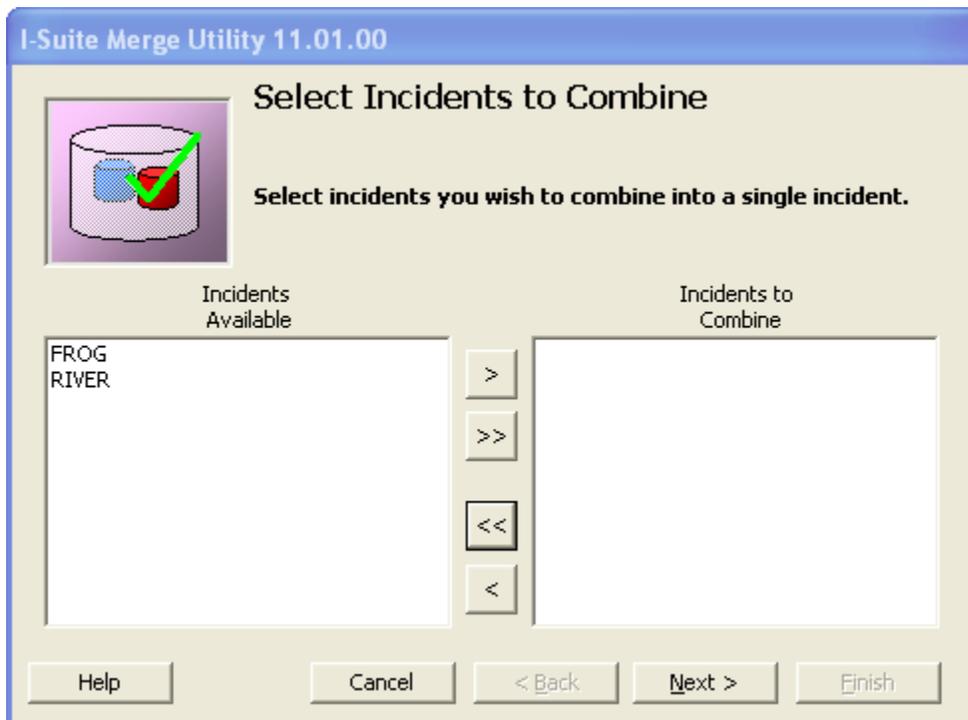
- b. If the message **Done, no differences found Press Next to complete the merge** displays, click the **Next** button.
10. When the **Ready to Complete the merging process** window displays, click the **Merge** button.



11. The **Progress Label** identifies the percentage of the **Merge** process that is complete.
12. Once the merge is complete, click the **Next** button.
13. 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 14. Click **Yes** to select which incidents to combine in the merged database.

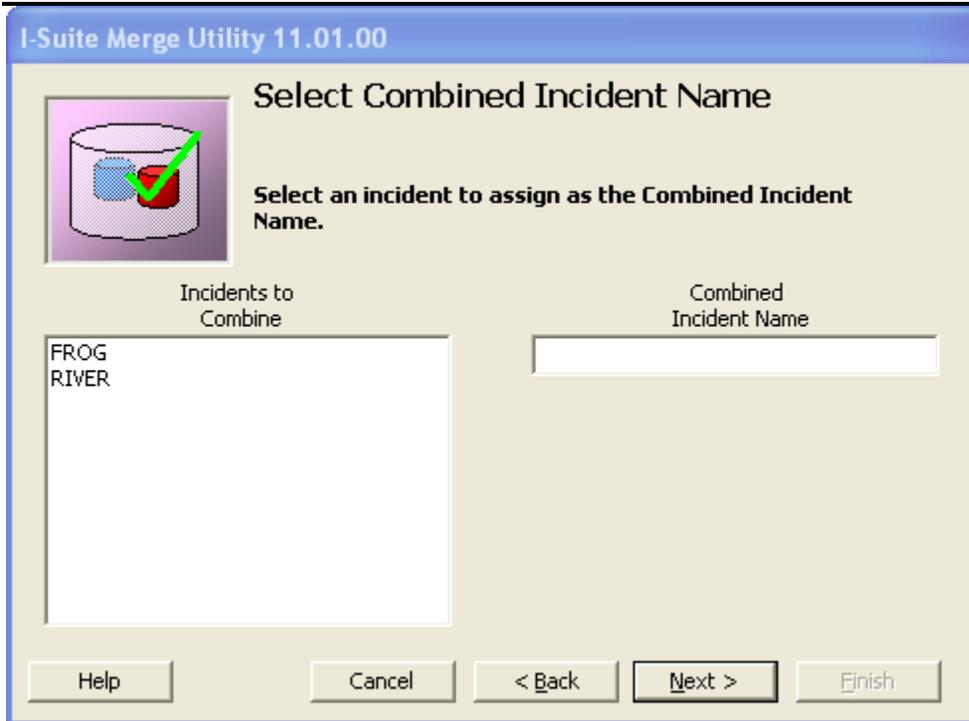


- a. If you selected **Yes** to combine incidents, the **Select incidents to Combine** window displays. In the **Incidents Available** frame, select the incidents to combine, and then click the > button. To combine all incidents into one, click the >> button.

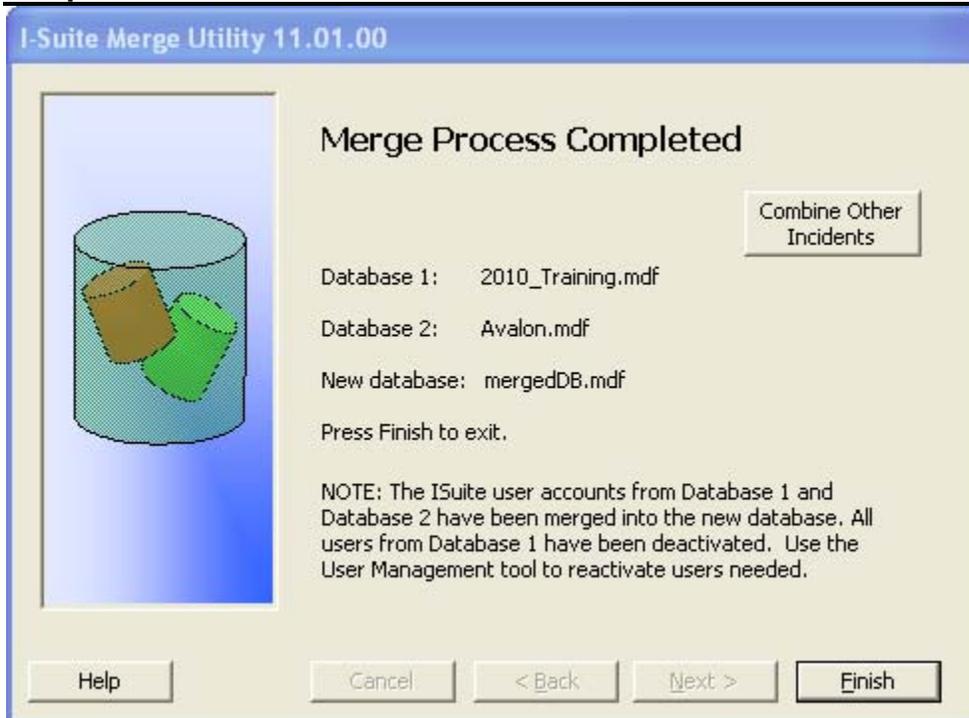


- b. Once all of the Incidents you want to combine are listed in the **Incidents to combine** frame, click the **Next** button.
- c. From the Incidents to Combine frame, select an incident into which the other incidents will be merged. The name of the selected incident displays in the **Combined Incident Name** field. Click the **Next** button.

You must select an Incident to assign as the Combined Name. If you leave the **Combined Incident Name** box blank and click the **Next** button, a message displays indicating that you must select an Incident for the Combined Incident Name.



- 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.
14. 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 **13 a-d** to merge the additional incidents together.



# Combining Incidents in the Same Database

Follow the steps in this section to combine multiple incidents that are in the same database together to form one incident in a separate database.

**WARNING:** Make sure all Cost Accruals are Finalized and Exported before merging the databases. 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.

1. Create a New/Blank Database ([See Creating a New Blank Database](#)).

When combining incidents in the same database, you must first merge your existing database into a new blank database. You cannot perform this process without first creating the New/Blank database.

2. Run the merge process ([See Merging Databases](#)).
3. Select the New Blank Database as Database 1.
4. Select the existing database as Database 2.

If you do not select the existing database as Database 2, the Kind Codes and Rates in the merged database may not be correct.

5. Complete the merge steps 6 - 14.

## Chapter 8

# External User Account Management

This section explains how to manage **External User Accounts**. Use an **External User Account** to access an I-Suite database with an external application.

### Creating an External User Account

Follow the steps in this section to set up an **External User Account**:

1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Users** button to open the **User Management** window.
3. Click the **External Users** tab to select it.

## Chapter 8: External Access Account Management

The screenshot shows the 'User Management' application window. At the top, there are tabs for 'ISuite Users', 'Admin Users', and 'External Users'. Below the tabs is a table titled 'Users' with the following data:

User Name	First Name	Last Name	Password Reset	Created Date	Active
elizabeth.tudor	elizabeth	tudor	4/27/2010 8:08:56	4/27/2010 8:08:	<input checked="" type="checkbox"/>

Below the table is an 'Add Mode' section with the following fields:

- \*User Name: john.doe
- \*First Name: John
- \*Last Name: Doe
- \*Password: [masked]
- \*Verify Password: [masked]
- Active:

On the right side of the 'Add Mode' section, there is a table for selecting an access database:

Access	Database
<input checked="" type="checkbox"/>	2009_Training

At the bottom of the window, there are buttons for 'Close', 'Add', 'Clear', 'Previous', 'Next', and 'Save'.

5. Enter the external user's **First Name**.
6. Enter the external user's **Last Name**.

The system automatically generates the **User Name** for the external account based on the **First Name** and **Last Name** that you enter.

7. Enter a **Password** for the external user account.

The user associated with the external user account should enter their own password into the **Password** box. Once a **Password** is assigned to an external user account, you cannot change it.

8. Verify the password in the **Verify Password** box.
9. To activate the external user account, click to check the **Active** checkbox

Only external user accounts with an **Active** status can access an I-Suite database in an external application.

## Chapter 8: External Access Account Management

---

10. In the **Access Database** area, click to check each database the external user account can access in the external application.
11. Click the **Save** button to save the external user account.

### Changing an External User Account

Follow the steps in this section to make changes to an External User Account:

1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Users** button to open the **User Management** window.
3. Click the **External Users** tab to select it.
4. Click the external user account you want to edit in the grid at the top of the tab.
5. Click the **Active** checkbox to either activate or deactivate the external user account.
6. Click to check or uncheck databases in the **Access Database** area to identify the databases the external user account can access in an external application.
7. Click the **Save** button to save any changes made to the external user account

### Deleting an External User Account

Follow the steps in this section to delete an External User Account.

If you delete an external user account, that user will no longer be able to access any I-Suite databases in an external application.

1. From the **Modules** drop-down menu, select the **Database Admin** option to open the **Database Admin** window.
2. Click the **Users** button to open the **User Management** window.
3. Click the **External Users** tab to select it.
4. Click the external user account you want to delete in the grid at the top of the tab.
5. Click the **Delete** button at the bottom of the tab.
6. When the message **Are you sure you want to delete the external account** displays, click the **Yes** button to delete the account.

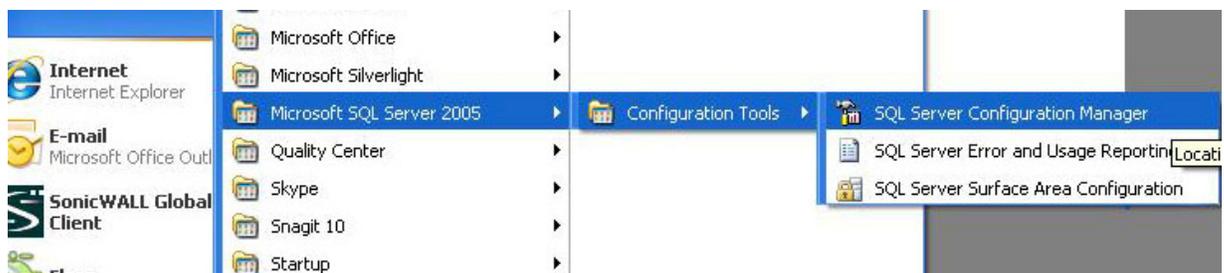
# SQL Server Administration

The SQL Server Administration section explains how to manage SQL Server for ISuite.

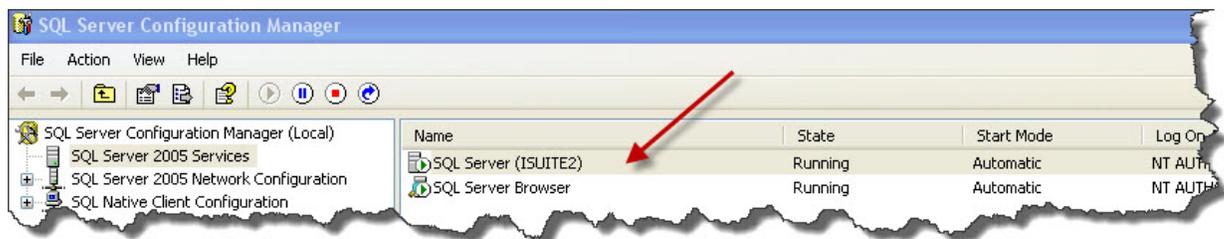
1. **Open** the SQL Server Configuration Manager by double clicking the icon on the desktop or by going to Start, All Programs, Microsoft SQL Server 2005, Configuration Tools, SQL Server Configuration Manager.



OR



2. This will open the SQL Server Configuration Manager window. **Click** on "SQL Server (ISUITE2)".



3. From the main toolbar **click** Action. This will allow you to choose the option to Start, Stop, Pause, Resume or Restart SQL Server. The same menu will appear if you right click on the SQL Server (ISUITE2) Option.

## Chapter 8: External Access Account Management

---



## Appendix A

### Revision History

<u>Revision Date</u>	<u>Revision Summary</u>
2011-04-01	Revised instructions for the 11.01.00 version of I-Suite.
2010-04-27	Revised instructions for the 10.01.00 version of I-Suite.
2009-05-01	Revised instructions for the 9.01.00 version of I-Suite.
2009-02-13	Revised instructions for the 8.01.05 version of I-Suite.
2008-09-04	Revised instructions for the 8.01.04 version of I-Suite.
2008-06-16	Revised instructions for the 8.01.03 version of I-Suite.
2008-04-25	Revised instructions for the 8.01.00 version of I-Suite.
2007-07-25	Revised instructions for the 7.01.05 version of I-Suite.
2007-04-20	Revised instructions for the 7.01.00 version of I-Suite.
2007-01-10	Revised instructions based on changes received for Training Manuals.
2006-12-04	Revised instructions by adding more detail and graphics.
2006-05-01	Instructions for new features of the Database Admin module.
2006-04-17	Instructions for new module of the new I-Suite 2006 application.
2005-03-01	Revised instructions for the new I-Suite website.
2004-10-26	Revised instructions for the new I-Suite Website and to reflect changes in procedures from the June and August 2004 I-Suite releases.
2004-09-22	Added instructions for importing ROSS data files into I-Suite.



## Index

### A

Assign Rights  
  assigning rights to users, 11  
Attach Database, 20

### B

Backup  
  automatically backup incident  
  database, 22  
  manually backup incident database, 21  
  restore backup database, 24

### C

Combine Incidents, 55  
Common Features, 17  
Copy Database, 17  
Create Data Repository, 40  
Create New Database, 19  
Crew  
  ross import, 36

### D

Data Files  
  check internet settings, 26  
  download ross data, 27  
  export injury/illness, 43  
  export isuite data files, 40  
  finance data export, 42  
  import ross data into database, 31  
Data Repository  
  creating a data repository, 40  
  upload data repository, 45

### Database

  attaching a database, 20  
  automatically backup, 22  
  copy database, 17  
  creating a new blank database, 19  
  detach incident database, 21  
  download ross data, 27  
  import incident into isuite database, 33  
  import ross data into database file, 31  
  import ross resources into blank  
  database, 34  
  manually backup, 21  
  merging databases, 47  
  rename incident database, 19  
  restore backup, 24

### Database Admin

  change database admin password, 7  
  database admin access, 8  
  new database admin user, 6

### DB Admin

  change db admin password, 7  
  database admin access, 8  
  new db admin user, 6

### Deactivating

  deactivating users, 12

### Detach

  detach incident database, 21

### Disconnecting Users, 15

### Download

  check internet settings, 26

### E

### Exclude Resources

  import excluded resources, 38  
  ross import, 37

### Export

  export isuite data files, 40

finance data export, 42  
 injury/illness export, 43  
 Exporting Users, 12  
 External User Account, 56  
   changing external user account, 58  
   creating an external user account, 56  
   deleting external user account, 58

## F

Finance Data  
   create finance data export file, 42

## I

Import  
   importing ross data, 26, 32  
 Importing Users, 14  
 Incident Databases  
   attaching database, 20  
   automatically backup, 22  
   copying incident database, 17  
   creating new blank database, 19  
   detach incident database, 21  
   import incident into isuite database, 33  
   managing incident databases, 17  
   manually backup, 21  
   rename incident database, 19  
   restore backup, 24  
 Incidents  
   combining incidents, 55  
   merging in different databases, 47  
   merging incidents in same database, 55  
 Injury/Illness  
   export file, 43  
 Introduction, 4

## M

Manually Match/Add  
   ross import, 35, 36  
 Match Incidents  
   match ross incident to isuite incident, 33

Match Resources  
   manually matching resources, 35  
   previous matches, 34  
   validate matches 1, 35  
   validate matches 2, 35  
 Merge  
   merging databases, 47  
   merging incidents, 55  
 Merge Databases, 47  
 Merge Incidents, 55

## O

Overview, 4

## P

Passwords  
   changing database admin password, 7  
   changing user password, 10  
   managing passwords, 6  
 Previous Matches  
   ross import, 34  
 Purge  
   purging social security numbers, 39

## R

Rename  
   rename incident database, 19  
 Repository  
   creating a data repository, 40  
   upload data repository, 45  
 Restore  
   restore backup database, 24  
 Revision History  
   database admin, 61  
 Ross Import  
   manually match/add, 36  
 ROSS Import  
   assign crew members, 36  
   check internet settings, 26  
   download ross data, 27  
   exclude resources, 37  
   import excluded resources, 38

## Index

---

- import incident into isuite database, 33
- import ross data into database file, 31
- import ross resources into blank database, 34
- importing ross data, 26, 32
- manually adding resources, 36
- manually match/add, 35
- manually matching resources, 35
- match ross incident to isuite incident, 33
- previous matches, 34
- validate crews, 36
- validate matches 1, 35
- validate matches 2, 35
- validate previous matches, 34
- validate resources matched by request number, 35
- validate resources matched by request number and name, 35

### S

- Social Security Numbers
  - purging, 39

### U

- Upload
  - upload data repository, 45
- Users
  - adding new isuite user, 8
  - assigning rights, 11
  - changing external user account, 58
  - changing user password, 10
  - creating an external user account, 56
  - deactivating, 12
  - deleting external user account, 58
  - disconnecting, 15
  - exporting users, 12
  - external user account, 56
  - importing users, 14
  - managing users, 6
  - new database admin user, 6

### V

- Validate Crews
  - ross import, 36
- Validate Matches 1
  - ross import, 35
- Validate Matches 2
  - ross import, 35