# I-Suite Administrator’s Guide

This I-Suite Administrator’s Guide explains how to download and install I-Suite and use the AdminTool to manage your incident databases. Topics in this guide include:

- Getting started
- Getting help
- Installing I-Suite
- Managing security
- Setting up the server and client personal computers
- Managing your incident databases
- Exporting files to the data repository
- Importing ROSS data files.

## Getting started

This section outlines the basic system requirements to install and use the I-Suite application and provides an overview to the I-Suite AdminTool. Topics in this section include:

- Understanding the basic I-Suite system requirements
- Using the I-Suite AdminTool.

### *Understanding the basic I-Suite system requirements*

To adequately install and run the I-Suite application, your personal computer must have the following minimum system requirements:

- Internet Explorer version 5.5 or higher
- Microsoft Windows 2000 or higher, with administrator privileges.

### *Using the I-Suite AdminTool*

Admintool.exe is a program that allows you to perform a variety of administration functions for I-Suite. The types of functions you can perform using the AdminTool include:

- changing your AdminTool password
- changing your ITS password
- create, attach, and detach your incident database
- backup and restore your incident database
- convert the incident database to MS Access.

When working in the server/client environment, remember these key points when using the AdminTool:

- Use the AdminTool 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 access the correct server so that they have access to the correct incident database.

*For specific information about using the AdminTool to set up personal computers for an incident, see “Setting up the server and client personal computers” and “Managing your incident databases,” later in this chapter.*

# Getting help

This section explains how to access and locate help information. There are three basic ways to obtain help information for I-Suite applications:

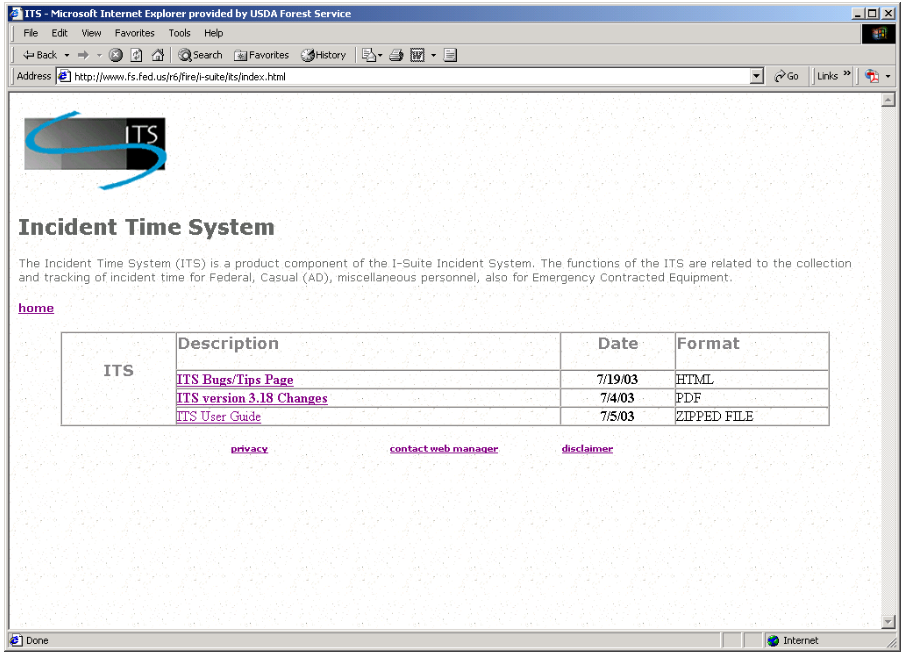
- **Access the I-Suite website.** This site contains a wide array of I-Suite information, including software downloads, updates, and user documentation.
- **Contact the I-Suite Helpdesk.** If you are unable to answer your question using the I-Suite website, contact the I-Suite Helpdesk at (866) 224-7677.

### To locate help information on the I-Suite website

1. Start your Internet browser.
2. In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.
3. On the **Welcome to I-Suite** webpage, click the application icon of your choice, and then click to select the **topic** of your choice.

The following diagram shows the ITS application icon on the Welcome to I-Suite webpage.

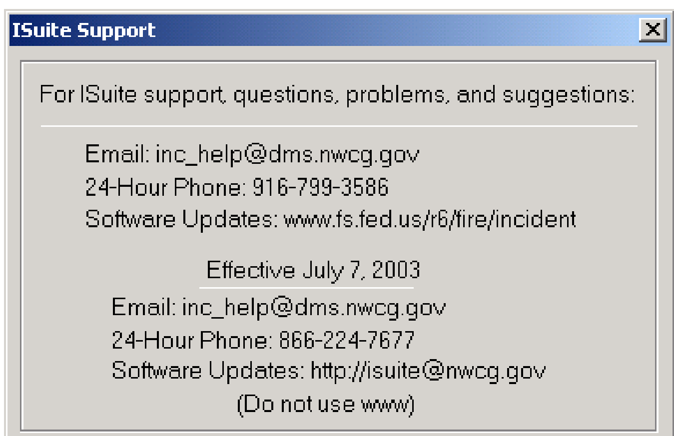
The following diagram shows the ITS webpage and a list of available topics.




### To display help information within an I-Suite application

- On the menu bar, click **Help**, and then click **Support**.

The following diagram shows the ISuite Support dialog box.




### To contact the I-Suite Helpdesk

*The I-Suite Helpdesk schedule is based on fire season, Eastern Time:*

| | |
|---|---|
| *November 1st - March 31st* | *0800-2000* |
| *April 1st - October 31st* | *0700-2300.* |

- Call **(866) 224-7677**, or email **inc_help@dms.nwcg.gov**.

### To obtain a copy of I-Suite user guides

1 Start your Internet browser.

2 In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.

3 On the **Welcome to I-Suite** webpage, click the application icon of your choice, and then click to select appropriate **User's Guide**.

# Installing I-Suite

This section explains how to download and install the I-Suite application, including the I-Suite application and the update patch. The I-Suite application is comprised of the following software application:

- Admin Tool
- I-Suite Merge/Split (IMS)
- Incident Resource Status System (IRSS)
- Incident Cost Accounting and Reporting System (ICARS)
- Incident Time System (ITS)
- Incident Action Plan (IAP).

*To download and install software on an agency personal computer, you must follow that agency's regulations and requirements. You may also need Administrator access granted before starting this process. For more information, contact your agency System Administrator.*

### To download the I-Suite application from the I-Suite website

1 Start your Internet browser.

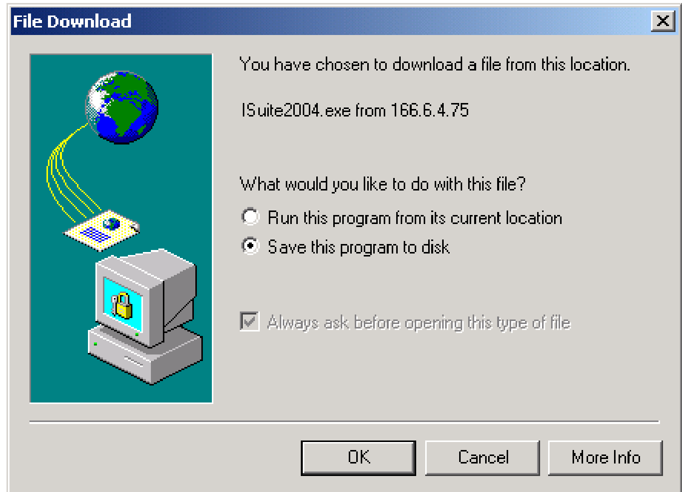
2 In the **Address** bar, type **http://isuite.nwcg.gov** and then press ENTER.

3 Click the download link that corresponds to downloading **I-Suite2004.exe**.

4 On the **File Download** dialog box, click **Save this program to disk**, and then click **OK**.

5 On the **Save As** dialog box, save **isuite2004.exe** to a location of your choice, and then click **Save**.

The following diagram shows the File Download dialog box.




The following diagram shows the Save As dialog box, In this example, ISuite2004.exe is being saved to the desktop.


*This process takes several minutes. Please be patient!*

### To install I-Suite2004 on your personal computer

*Be sure to exit all software applications before starting the installation process. Once ISuite2004 installs, your personal computer automatically restarts.*


1 On your desktop, double-click **isuite2004.exe**.

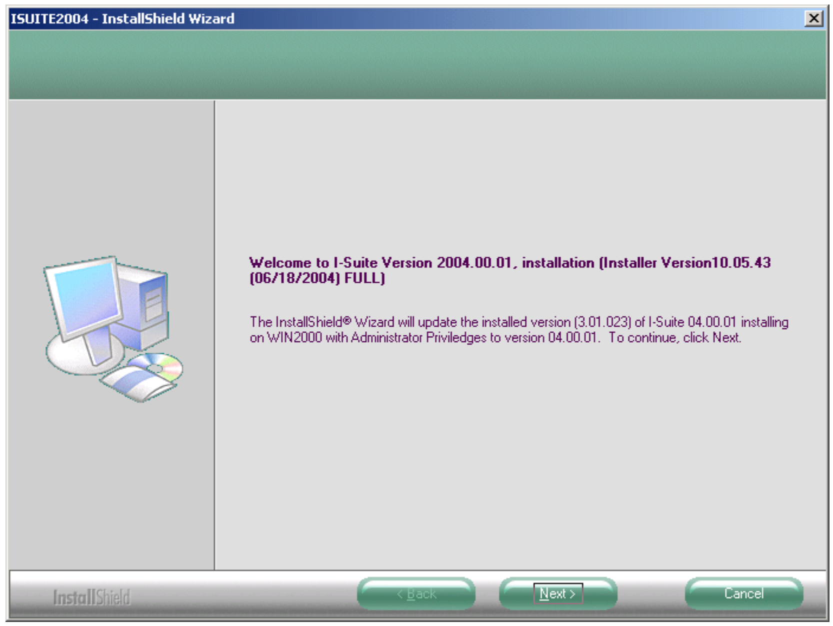
*This process takes several minutes. Please be patient!*

2 On the **ISUITE2004 - InstallShield Wizard** dialog box, click **Next**.

3 Once the installation is complete, click **Finish** on the **ISUITE2004 - InstallShield Wizard** dialog box.

*Once your personal computer restarts, you can delete the ISuite2004.exe file.*

The following diagram shows the ISUITE2004-InstallShield Wizard dialog box.




# Managing security

This section identifies some security measures and precautions available in the AdminTool. Topics in this section include:

- Maintaining passwords
- Clearing out Social Security Numbers.

## *Maintaining passwords*

Your AdminTool and I-Suite passwords are to be kept confidential. You must abide by the following rules when determining and changing your passwords:

- Change your passwords every 90 days.
- Specify a combination of at least six but no more than 30 letters and numbers.
- Use both upper and lower case characters.
- Do not share your passwords with anyone.

*For example, while "mi1kDUD" is a valid password, "milkdud" is not!*

### To change your AdminTool password

*Changing your password is performed using the Administrative Tool that is located on your personal computer.*

1 On your desktop, double-click the **AdminTool** icon.

2 On the **Login** dialog box, click the **Server** drop-down arrow, and then click to select the **Server name** of your choice.

*The Server name consists of your personal computers **Full computer name** and the folder name **\ISUITE**. For example, **PC9778\ISUITE** is a valid **Server** name.*

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

3 In the **Password** box, type the current **Password**, and then click **OK**.

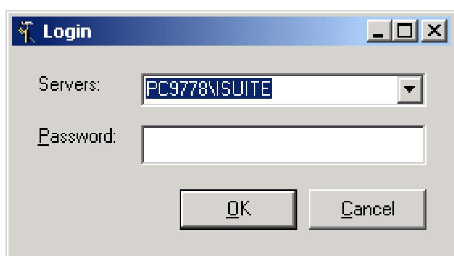
4 On the **I-Suite Administration Tool** screen on the **Security** menu, click **Change AdminTool Password**.

5 On the **Change Password** dialog box in the **Old Password** box, type the current **Password**.

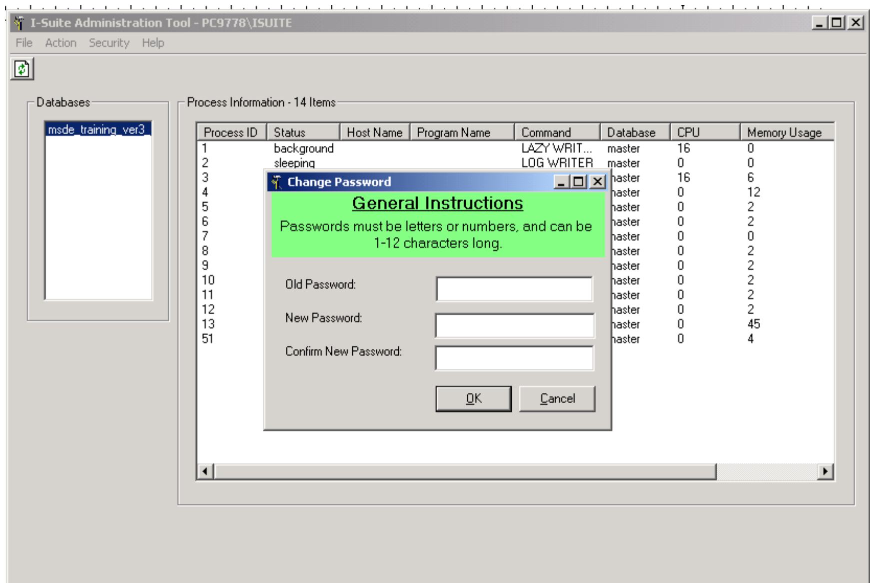
6 In the **New Password** box, type the **New Password**.

7 In the **Confirm New Password** box, type the **New Password**, and then click **OK**.

The following diagram shows the Login dialog box.



The following diagram shows the Change Password dialog box and the I-Suite Administration Tool screen.

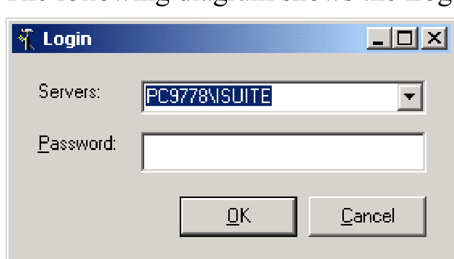



### To set or change your ITS password

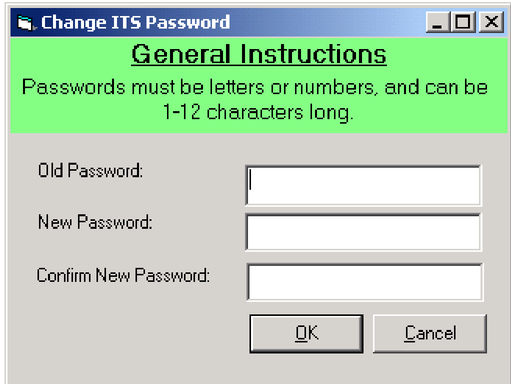
*Changing your password is performed using the Administrative Tool that is located on your personal computer.*

1. On your desktop, double-click the **AdminTool** icon.
2. On the **Login** dialog box, click the **Server** drop-down arrow, and then click to select the **Server name** of your choice.
3. In the **Password** box, type the current **Password**, and then click **OK**.
4. On the **I-Suite Administration Tool** screen on the **Security** menu, click **Set ITS Password**.
5. On the **Set ITS Password** dialog box in the **Old Password** box, type the current **Password**.
6. In the **New Password** box, type the **New Password**.
7. In the **Confirm New Password** box, type the **New Password**, and then click **OK**.

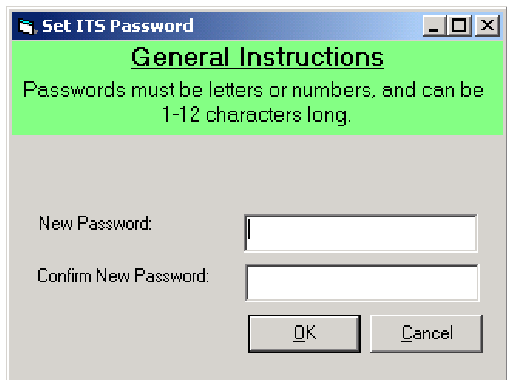
The following diagram shows the Login dialog box.



The following diagram shows the Set ITS Password dialog box.




The following diagram shows the Set ITS Password dialog box that displays when a previous password did not exist.




### To clear your ITS password

1 On the **ITS menubar**, click **Exit ITS**, or click **Exit** on the **File** menu.

2 Start **Windows** explorer, and then locate **C:\isuite\program files\admin**.

3 Double-click **Admintool.exe**.

4 Click the **Server** drop-down arrow, and then click to select the **Server name** of your choice.

5 In the **Password** box, type the current **Password**, and then click **OK**.

6 On the **I-Suite Administration Tool** screen on the **Security** menu, click **Clear ITS Password**.

## *Clearing out 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.

### To clear SSNs and EINs from the I-Suite database

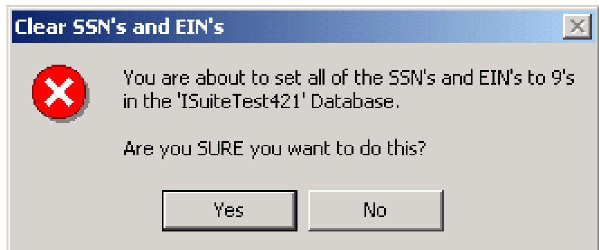
1 On the **I-Suite Administration Tool** screen on the **Security** menu, click **Clear SSN/EIN**.

2 On the first warning message on the **Clear SSN's and EIN's** dialog box, click **OK**.

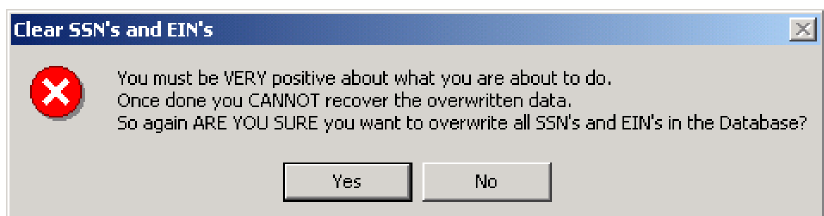
3 On the second warning message on the **Clear SSN's and EIN's** dialog box, click **OK**.

4 On the **Complete** dialog box, click **OK**.

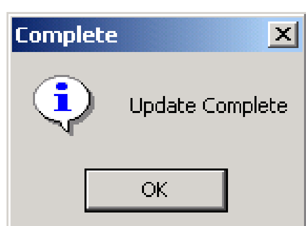
The following diagram shows the first warning message on the Clear SSN's and EIN's dialog box.




The following diagram shows the second warning message on the Clear SSN's and EIN's dialog box.




The following diagram shows the Complete dialog box.




# Setting up the server and client personal computers

This section explains how to set up server and client personal computers for an incident. Remember these key points when running I-Suite in fire camp:

- Remove all DNS and WINS addresses from the Advanced TCP/IP settings.
- Verify that the personal computer has Internet Explorer version 5.5 or higher before installing I-Suite. Otherwise, you must uninstall I-Suite, upgrade Internet Explorer, and then reinstall I-Suite.

- If McAffee virus protection is running, stop it before installing I-Suite.
- For Forest Service A31 laptops, ignore the .dll error messages during the installation. These errors do not affect performance.
- Use an empty database whenever you start a new incident. Keep an empty database available for your next incident.
- Backup the incident database many times during the day, especially after significant data entry. Save it to another location other than the server machine, such as a compact disc, zip disk, or thumb drive at least once daily.
- To avoid a hanging connection when you shut down IRSS, or when running a backup or compact and repair, map to the snap server IP address instead of a drive letter.

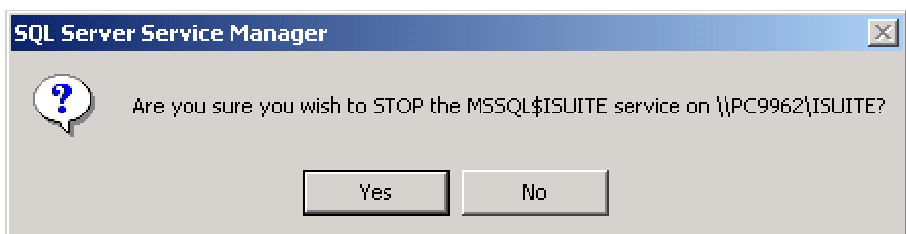
### To stop the MS SQLServer on a client machine - for Windows 2000

*Stop the MS SQLServer on your client machines to enhance server performance.*

1 On the **Windows** taskbar, right-click the **MS SQLServer** icon, and then point to **MS SQLServer - Stop**.

2 On the **SQL Server Service Manager** dialog box, click **Yes**.

The following diagram shows the SQL Server Service Manager dialog box.




# Managing your incident databases

This section explains how to use the AdminTool to create, attach, and detach incident databases to your I-Suite applications. This section also explains how to backup and restore an incident database, and outlines two methods for accessing the database from MS Access.

### To access the administrative tool

1 On your desktop, double-click the **AdminTool** icon.

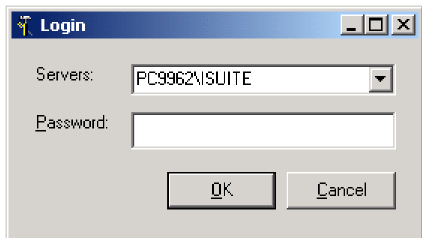
2 On the **Logon** dialog box in the **Server** box, type the name of the **Server**, in the format [computername]\ISUITE.

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

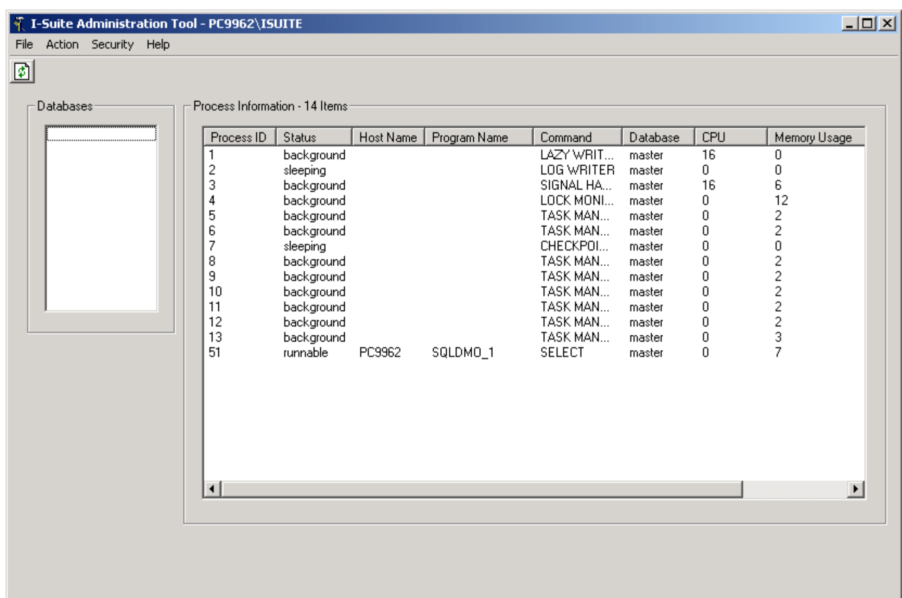
*To locate the full computer name for your personal computer, right-click **My Computer** on your **Desktop**, and then click the **Network Identification** tab.*

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

The following diagram shows the Login dialog box.




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




### To create an incident database

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

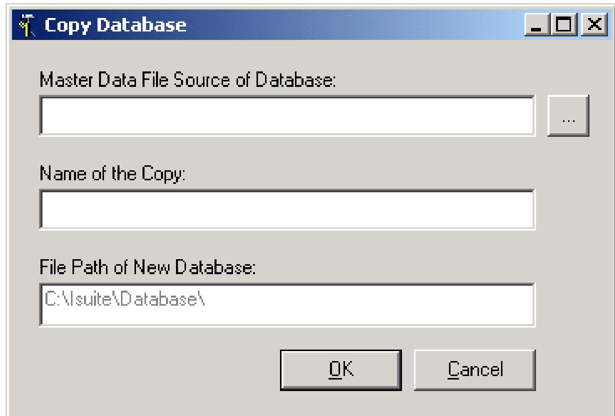
1 On the **I-Suite Administration Tool** screen on the **Action** menu, click **Copy** database.

2 On the **Copy Database** dialog box, click the **Master Data File Source of Database** drop-down arrow, and then click to select **C:\isuite\database\isuite.mdf**.

3 In the **Name of the Copy** box, type the **Incident Name**, and then click **OK**.

*The **File Path of New Database** box displays the complete file location of the new incident database.*

The following diagram shows the Copy Database dialog box.

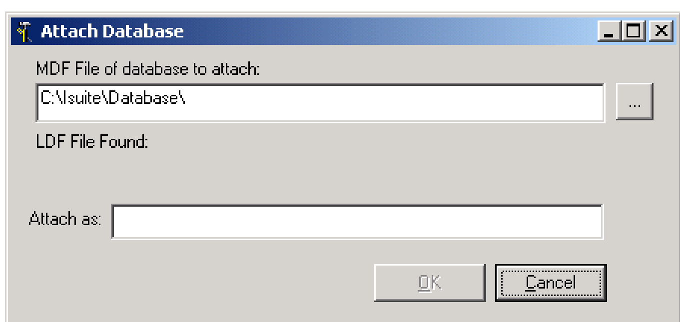



### To attach the incident database

1 On the **I-Suite Administration Tool** screen on the **Action** menu, click **Attach** database.

2 On the **Attach Database** dialog box, click the **MDF File of Database to attach** drop-down arrow, click to select **C:\isuite\database\[incident name].mdf**, and then click **OK**.

The following diagram shows the Attach Database dialog box.



### To detach the incident database

*Before you can copy, move, or rename an incident database, you must first detach it.*

1 On the **I-Suite Administration Tool** screen under **Database**, click to select the database name you want to detach.

2 On the **Action** menu, click **Detach Database**.

### To access the attached incident database from a client machine

1 Double-click the **I-Suite application** of your choice.

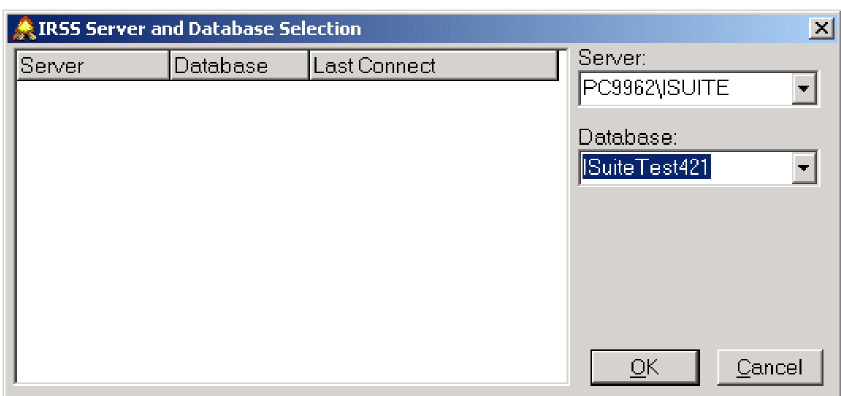
2 On the dialog box that appears, click the **Server** drop-down arrow, and then click to select the **Server** of your choice.

*If the server name does not display as a choice, type the name of the server in the **Server** box.*

3 Click the **Database** drop-down arrow, click to select the **Database** of your choice, and then click **OK**.

*If the incident database name does not display as a choice, type the name of the incident database in the **Database** box.*

The following diagram shows the IRSS Server and Database Selection dialog box.




### To backup the incident database

*To recover a backup incident database, you must know the logon password.*

*You do not need to log off or close applications during this process.*

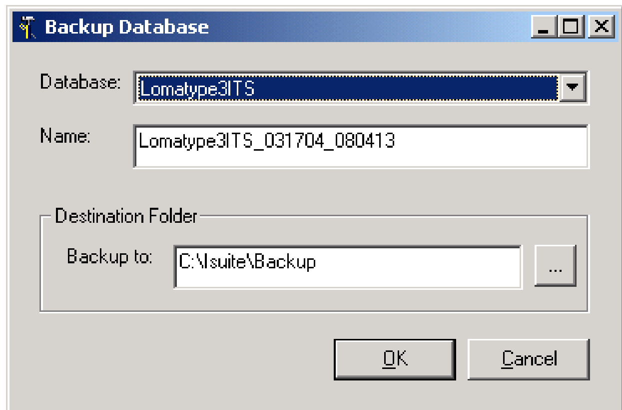
1 On the **I-Suite Administration Tool** screen on the **Action** menu, click **Backup database**.

**2** On the **Backup Database** dialog box, click the **Database** drop-down arrow, and then click to select the **database name** of your choice.

*The backup name is automatically created in the **Name** box, in the format [filename]_date_time.*

**3** Click the **Backup to** drop-down arrow, click to select the **file location** of your choice, and then click **OK**.

The following diagram shows the Backup Database dialog box.




### To restore the backup database

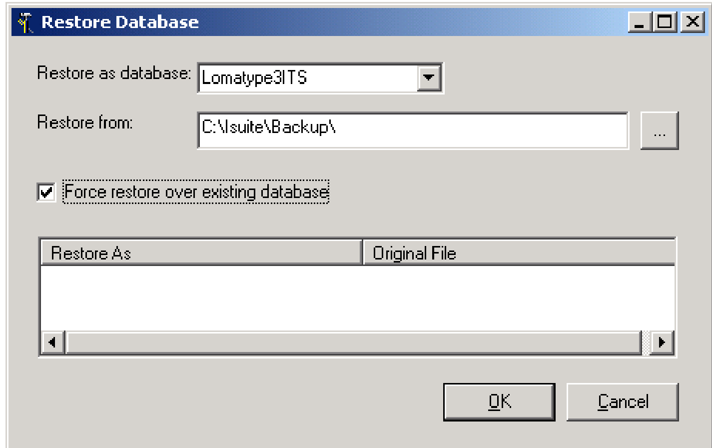
*Restoring the backup database overlays your current incident database with the backup database. Before starting this process, create a copy of the current incident database.*

**1** On the **I-Suite Administration Tool** screen on the **Action** menu, click **Restore database**.

**2** On the **Restore Database** dialog box, click the **Restore as database** drop-down arrow, and then click to select the **database** of your choice.

**3** Click the **Restore from** drop-down arrow, click to select the **file location of the backup database**, and then click **OK**.

The following diagram shows the Restore Database dialog box.




## *Accessing the database from MS Access*

This section explains two methods for accessing an I-Suite database from MS Access.

### To access a database from MS Access - preferred method

*This method allows you to create queries and reports in the same manner as if you were directly in MS Access, but also allows you to perform limited editing of the database tables.*

1 Start **Windows Explorer**, and then navigate to **c:\isuite\database**.

2 Double-click **ISuiteMSDE.adp**.

3 On the **Login** dialog box, click **Cancel**.

4 On the **File** menu, click **Connection**.

5 On the **Data Link Properties** dialog box under **1. Select or enter a server name**, click the drop-down arrow or type the **server name**.

*For example, type **ISUITE\ISUITE**.*

6 Under **Enter information to log on to the server**, click **Use a specific user name and password**, and then type **ctspctso** in the **User name** box.

7 In the **Password** box, type the **AdminTool password**.

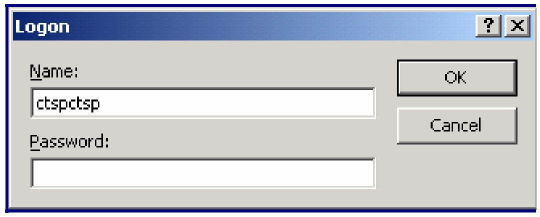
8 Click to select **3. Select the database on the server**, and then click the drop-down arrow or type the **database name**.

9 Click the **Test Connection** button.

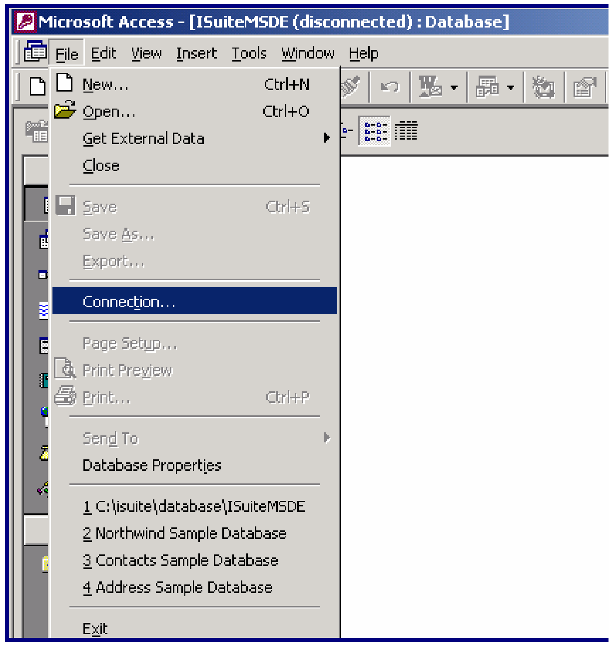
10 On the **Data Link Properties** dialog box, click **OK**.

*You can now display all tables in the database window. Queries are linked as tables and display on the tables window, not the queries window.*

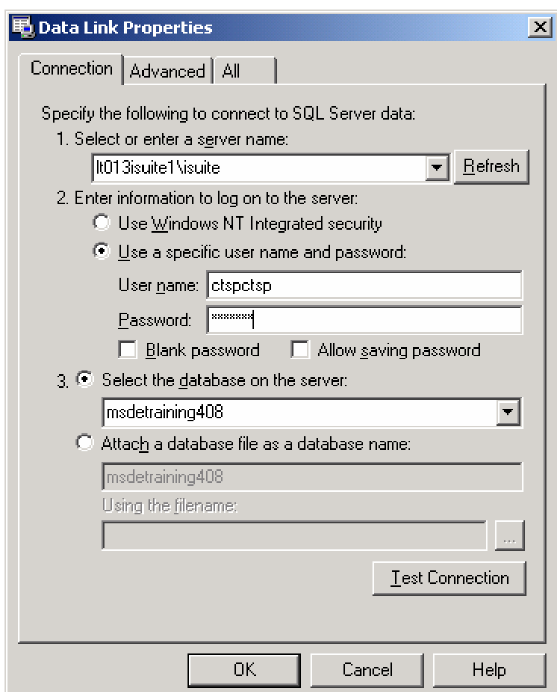
The following diagram shows the Login dialog box.




The following dialog shows the Connection option selected on the File menu.




The following diagram shows the Data Link Properties dialog box.



### To access a database from MS Access - use with caution

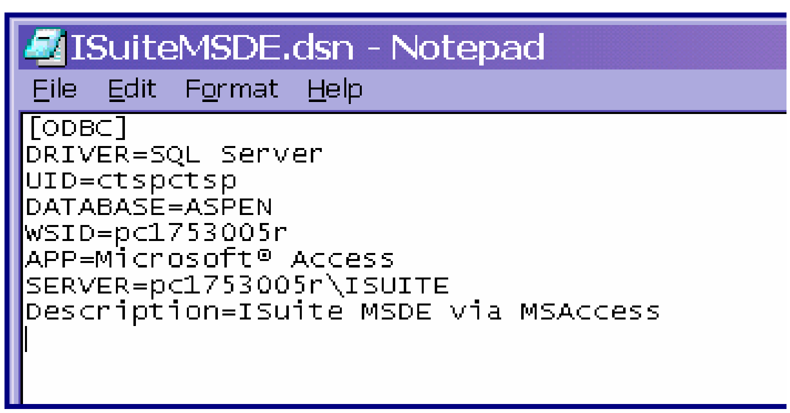
1. Start **Windows Explorer**, and then navigate to **c:\isuite\database**.
2. Right-click **ISuiteMSDE.dsn**, click **Open**, and then click to select **Notepad** on the **Open With...** dialog box.
3. In **Notepad**, change the following information
   - DATABASE=your database name
   - SERVER=the name of your server with \isuite
   - WSID=your computer name.
4. When finished, click **Save** on the **File** menu, and then close **Notepad**.
5. Start **MS Access,** and then create a new blank database.
6. On the **File** menu, point to **Get External Data**, and then click **Link Tables**.
7. On the **LINK** dialog box, click the **Files of type** drop-down arrow, and then click to select **ODBC Database()**.
8. On the **Select Data Source** dialog box, click the **File Data Source** tab, click the **Look in** drop-down arrow, click to select **c:\isuite\database\ISuiteMSDE.dsn**, and then click **OK**.
9. On the **SQL Server Login** dialog box, type **ctspctso** in the **Login ID**, type the **AdminTool password** in the **Password** box, and then click **OK**.
10. On the **Link Tables** dialog box, click the **Select All** button, and then click **OK**.

    *Yo may also click to select only those tables you want to access, and then click **OK**.*

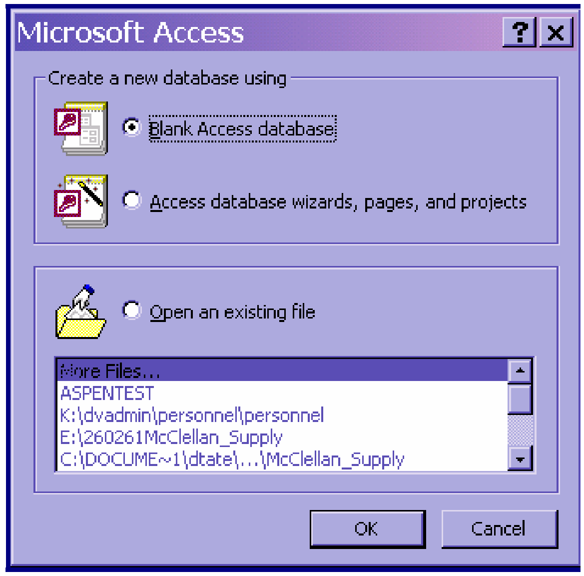
11. For each table that displays on the **Select Unique Record Identifier** dialog box, double-click the **first field on the top in the list**.

*You can now display all tables in the database window. Queries are linked as tables and display on the tables window, not the queries window.*

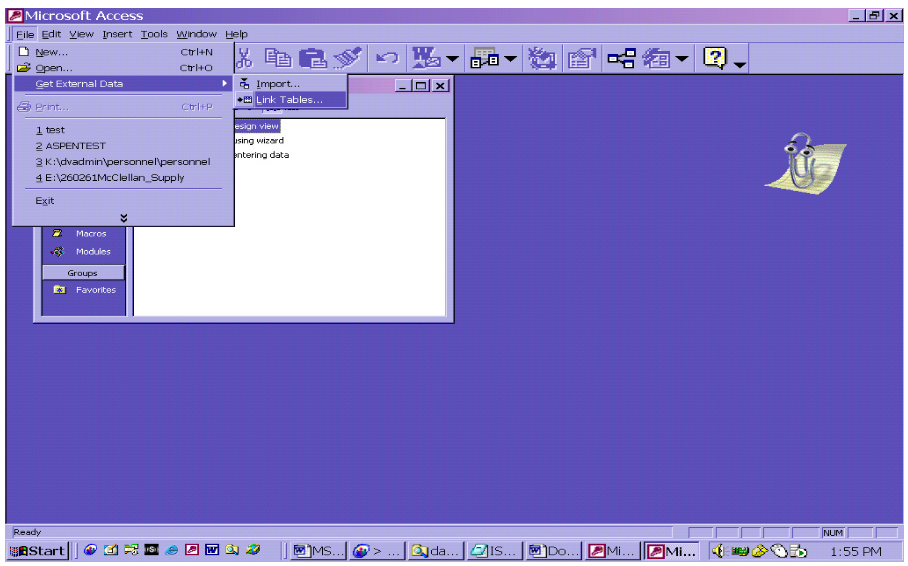
The following diagram shows the ISuiteMSDE.dsn database as displayed in Notepad.



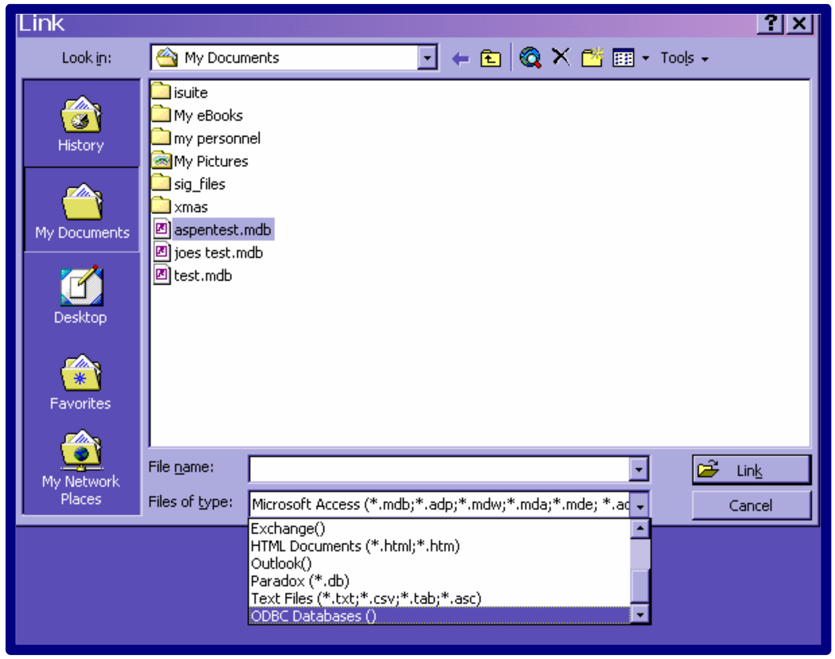
The following diagram shows the Microsoft Access dialog box where you can create a new database.



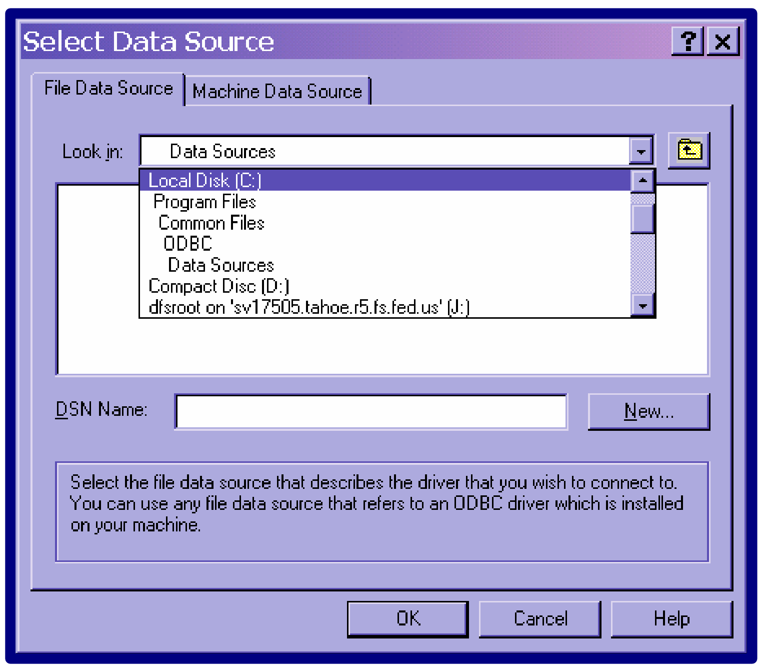

The following diagram shows the Link Tables option selected under Get External Data on the File menu.



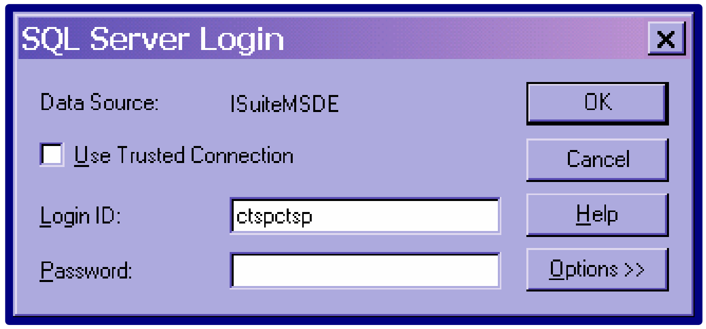
The following diagram shows the options under the Files of type drop-down arrow.



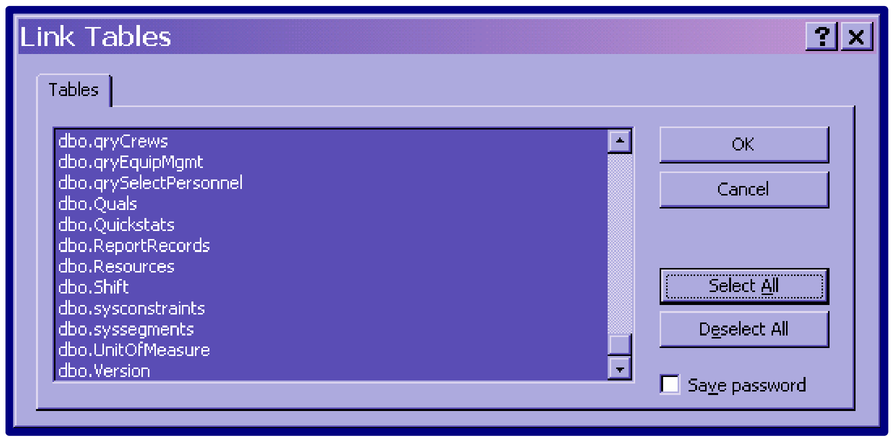

The following diagram shows the Select Data Source dialog box.



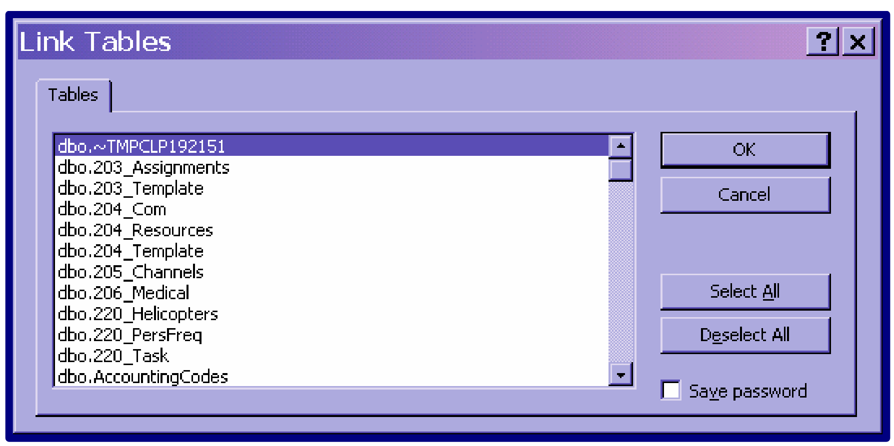
The following diagram shows the SQL Server Login dialog box.



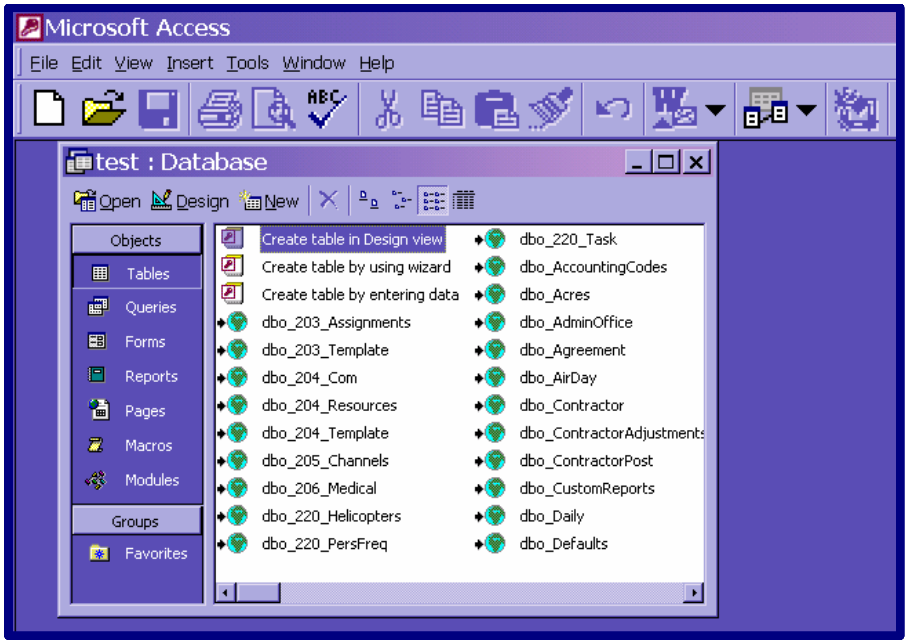

The following diagram shows the Link Tables dialog box where you can select the table(s) of your choice.




The following diagram shows the Link Tables dialog box where you select the unique record identifiers.



The following diagram shows the database window in Microsoft Access that displays all tables.




# Exporting files to the data repository

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

*Save repository files in your isuite/Repository folder on the C: drive of your personal computer.*

*You must know your team's DMS username and password to access the repository site. Contact your Incident Commander or the I-Suite helpdesk for more information.*

### To create a data repository file

1 On the **I-Suite Administration Tool** screen on the **Action** menu, click **Create Repository file**.

2 On the **Create Repository File** dialog box under **Managed As**, click to select one of the following

- Incident
- Complex.

3 Under **Incidents**, click to select one or more **incident name** check boxes to export that incident data to the repository.

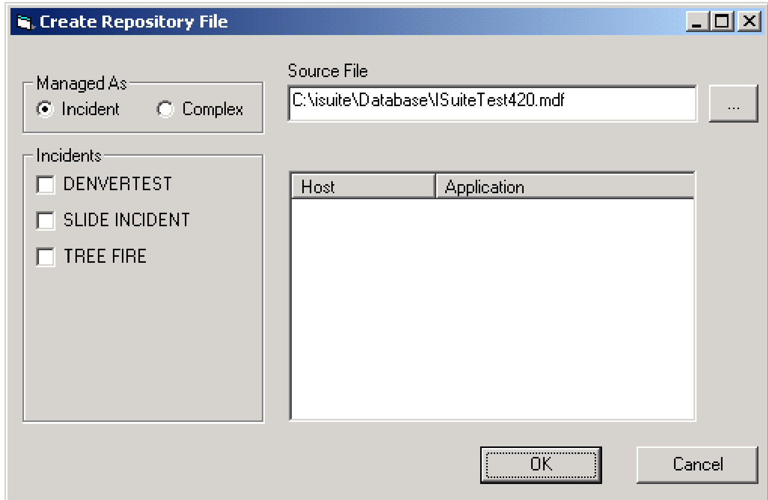



4 Under **Source File**, click to select the **database file** of your choice.

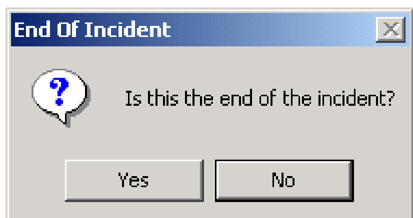
5 On the **End of Incident** dialog box, click **Yes** or **No**, as appropriate.

**6** On the **Repository Files Created** dialog box, click **OK**.

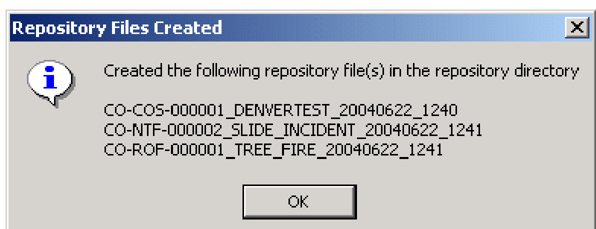
The following diagram shows the Create Repository File dialog box.




The following diagram shows the End of Incident dialog box.




The following diagram shows the Repository Files Created dialog box.




### To upload the data repository file

**1** Start your Internet browser.

**2** In the **Address** bar, type **https://isuitetest.nwcg.gov/** and then press ENTER.

**3** On the first **Security Alert** dialog box, click **OK**.

**4** On the second **Security Alert** dialog box, click **Yes**.

**5** On the **Enter Network Password** dialog box, type your team's **DMS User Name** and **DMS Password**, and then click **OK**.

**6** On the **ISUITE Upload Form** dialog box, click the **Browse** button for **File 1**, navigate to, and then click to select the **data repository file** of your choice.

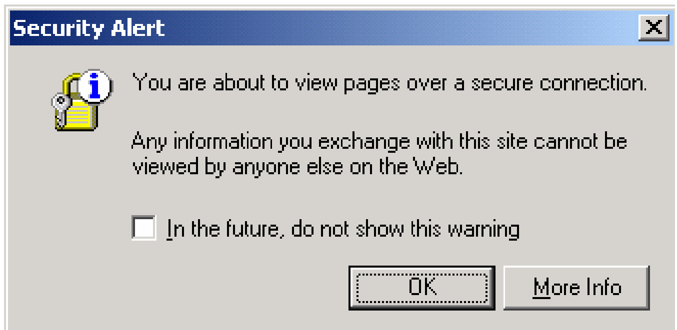
*Remember, the default folder location to save data repository files is C:\isuite\Repository.*

**7** Repeat step #6 for every **data repository file** of your choice.

*You can upload up to three data repository files at a time.*

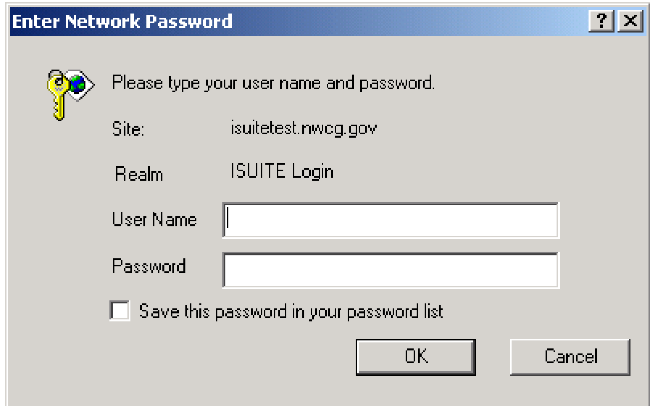
**8** Click the **Upload** button.

The following diagram shows the second Security Alert dialog box.

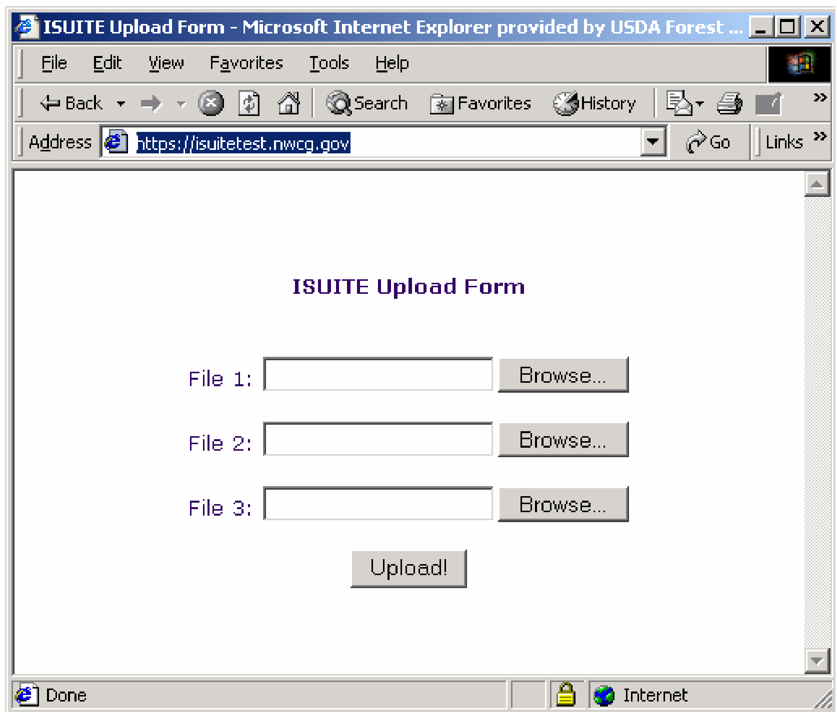



The following diagram shows the second Security Alert dialog box.

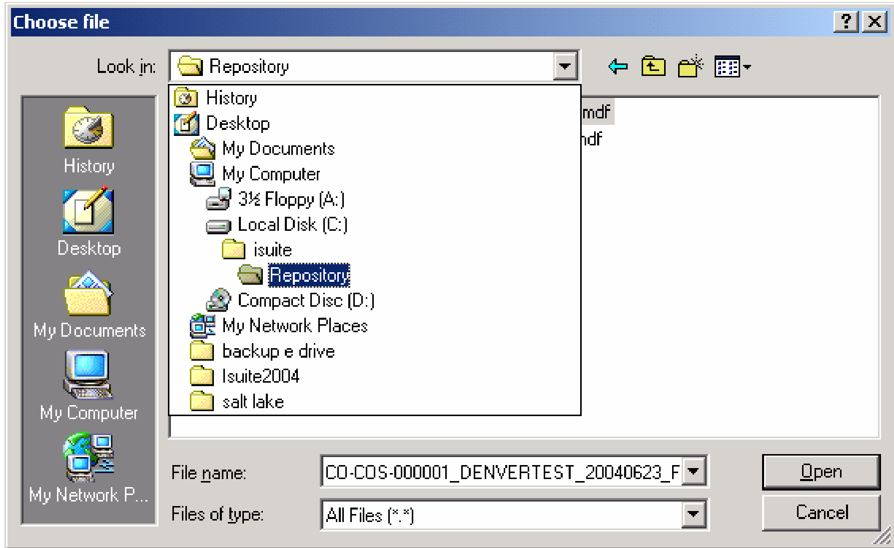
The following diagram shows the Enter Network Password dialog box.




The following diagram shows the ISUITE Upload Form dialog box.



The following diagram shows the Choose file dialog box that shows the default folder location for your repository files.




# Importing ROSS data files

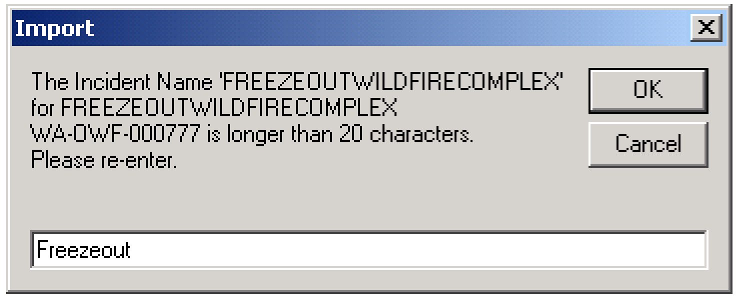
This section explains how to download a ROSS data file and then import the data file into the I-Suite database. Remember these key points when importing ROSS data into an I-Suite database:

- ROSS data files are updated every two hours.
- ROSS data can be imported into an I-Suite database as many times as needed.
- Some ROSS data fields allow more characters than are allowed in the corresponding I-Suite data fields. If the data imported from ROSS exceeds the corresponding I-Suite data field limit, you will be prompted to input data with less characters. The I-Suite data fields affected are:
  - Incident Name: limit 20 characters
  - Incident Number: limit 13 characters
  - Agency: limit 4 characters
  - KindCode: limit 4 characters
  - HomeUnitCode: limit 6 characters
  - Resource Name: limit 53 characters

***Important Note: The IRSS Add/Edit screen only allows the first 20 characters to be displayed and saved.*** *When you save a ROSS imported resource in IRSS, you must rename the resource to 20 or fewer characters.*

- Contracted overhead resources are not identified during import. You must change the agency code to PVT when these resources check in.

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




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

### To download a ROSS data file

1 Start your Internet browser.

2 In the **Address** bar, type **https://datadraw.ross.nwcg.gov/**, and then press **ENTER**.

3 On the **Security Alert** dialog box, click **OK**.

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

5 On the **Index of /** screen, click on the **Isuite/** link.

6 Navigate to your incident file by incident number – Incident Number, date and time, file extension .txt.
(e.g. UT-CCD-000043_20040813_085929.txt)

7 Right click on file name, and then click **Save Target As**.

8 On the **Save As** dialog box, navigate to the desired folder on your local computer and then click **Save**.

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

### To access the administrative tool

1 On the computer being used as the server, open the **AdminTool** module.

2 On the **Logon** dialog box in the **Server** box, type the name of the **Server**, in the format [computername]\ISUITE.

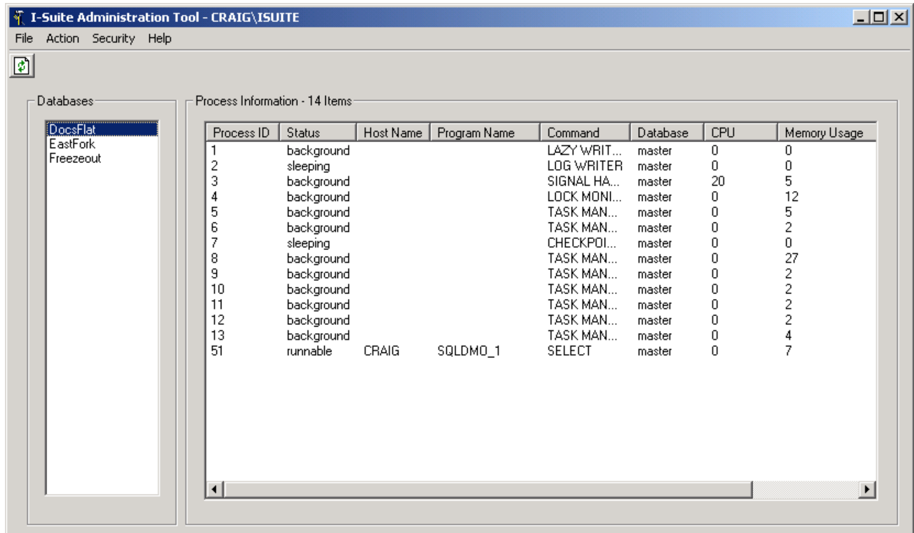
*The server name consists of your personal computer's full computer name and the folder name \isuite. For example a valid computer name is pc9962\isuite.*
*To locate the full computer name for your personal computer, right-click **My Computer** on your **Desktop**, and then click the **Network Identification** tab.*

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

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

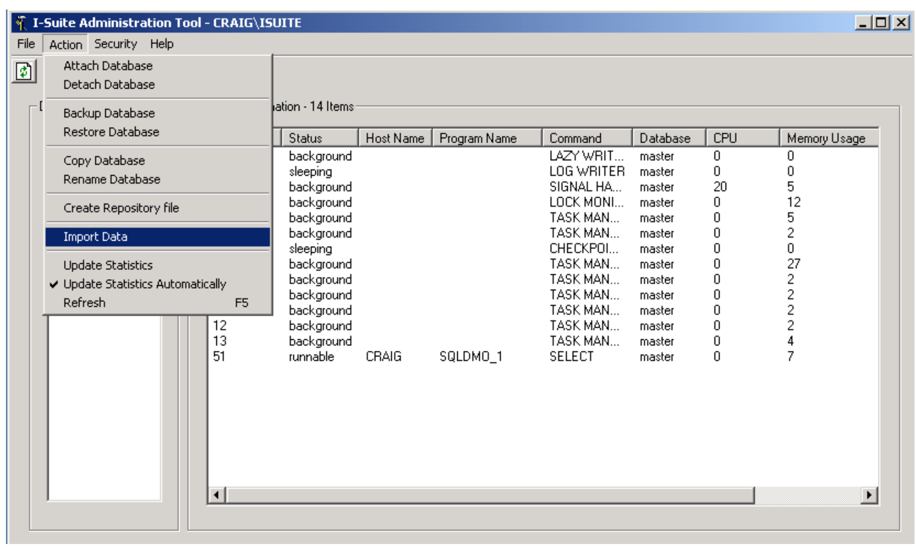
**1** On the **I-Suite Administration Tool** screen under **Databases**, click on the database to which you will be importing the ROSS data file.

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




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

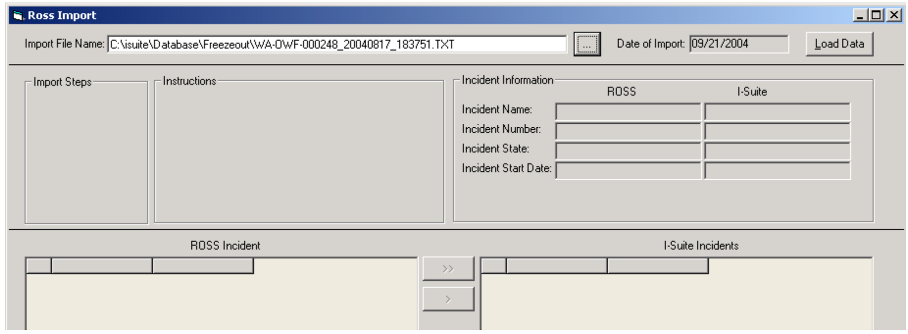
The following diagram shows the **Action** menu.




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

**4** Click **Load Data**.

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



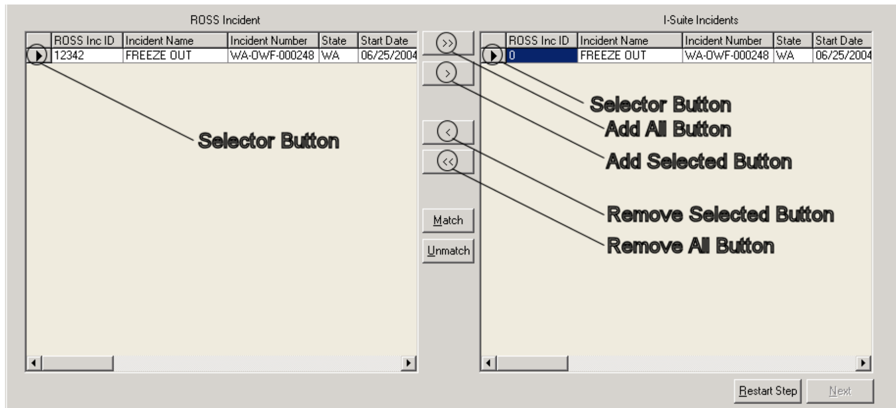

*ROSS data is first displayed on a grid. User chooses which ROSS data to add to the I-Suite grid. User also compares ROSS data with I-Suite data and matches data when appropriate. All ROSS data moved onto the I-Suite grid is then imported (saved) into I-Suite when the user clicks **Next**.*

**ROSS Import Buttons:**

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

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

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

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

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

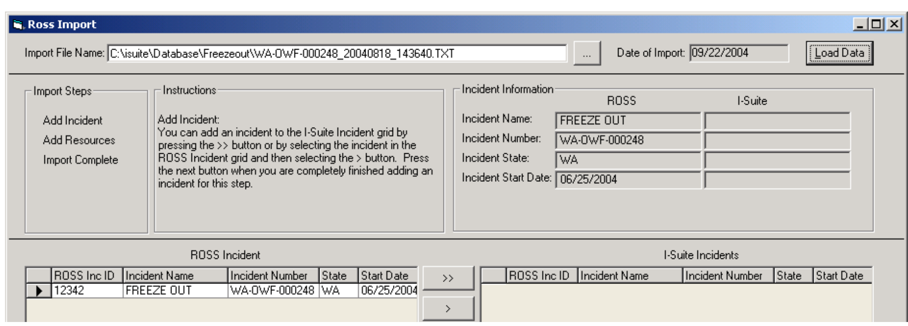
*Instructions for each scenario are listed below.*

---

### To import an incident into a blank database

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

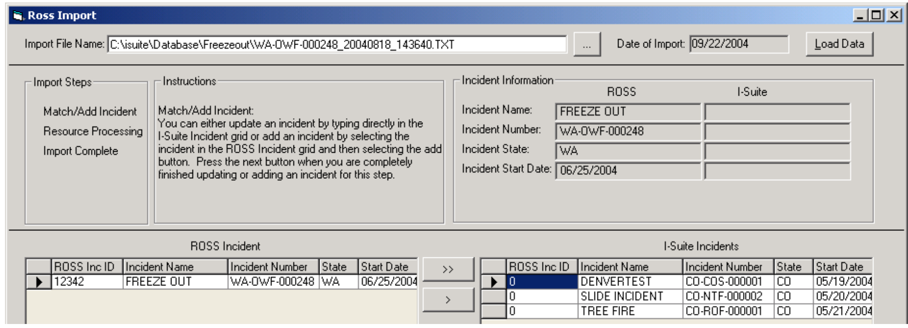
The following diagram shows the **Add Incident** screen.




### To import an incident into a database that contains other incidents

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

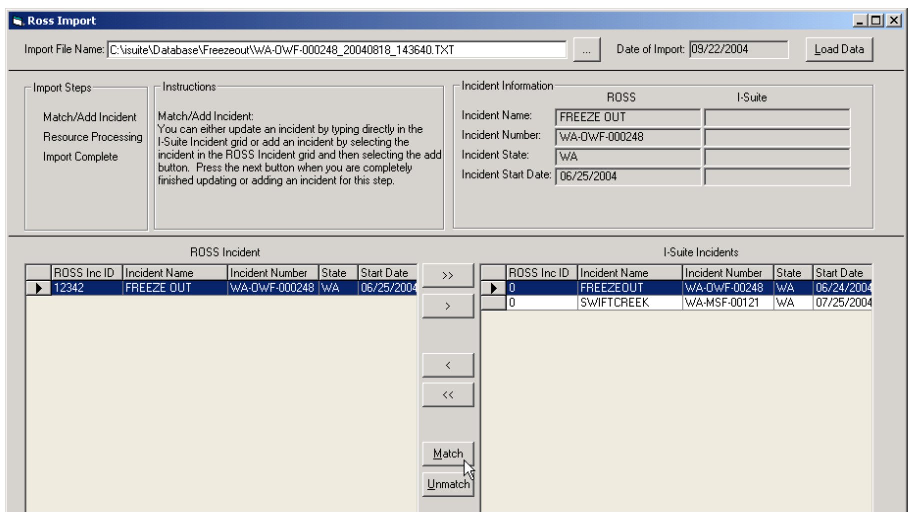
The following diagram shows the **Match/Add Incident** screen.




## To match a ROSS incident to an I-Suite incident

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

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




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

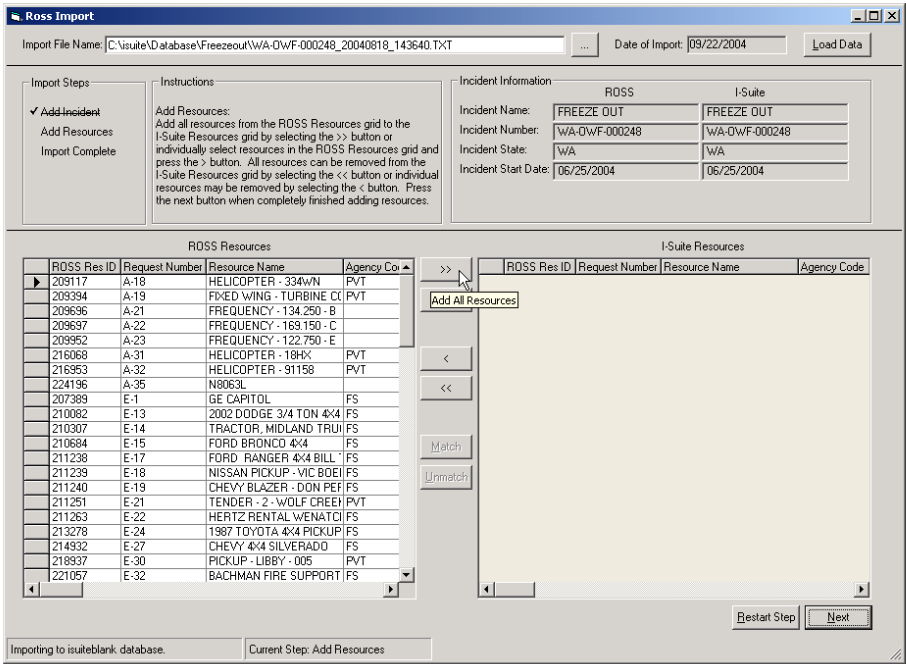
- Previous Matches – shows previously matched ROSS and I-Suite resources
- Validate Matches 1 – shows ROSS and I-Suite resources matched by request number and name
- Validate Matches 2 – shows ROSS and I-Suite resources matched by request number
- Manually Match/Add – shows ROSS resources that have not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

*Instructions for each step are listed below.*

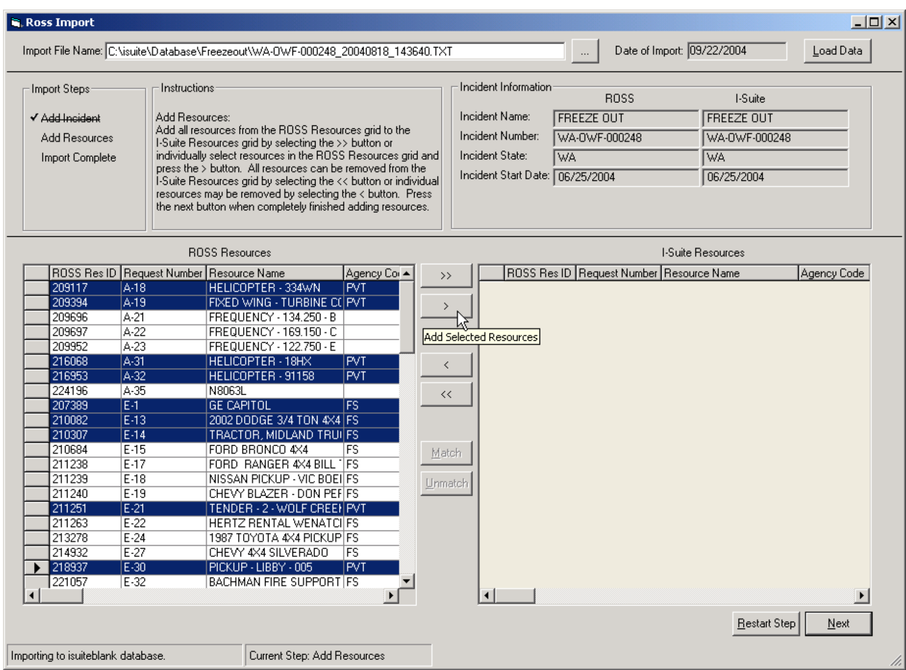
### To import ROSS Resources into a blank I-Suite database

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

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




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



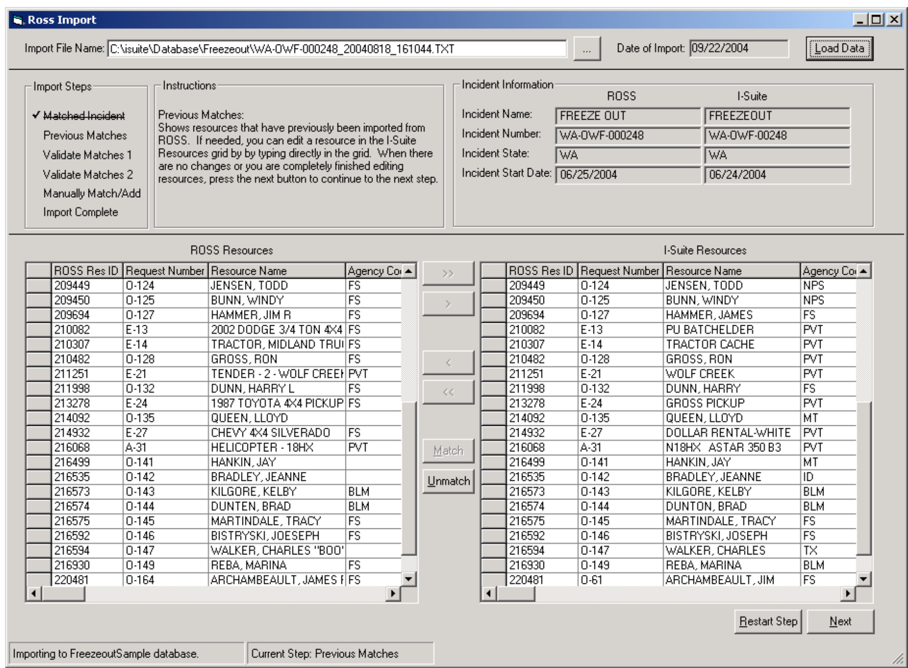
2 After all desired ROSS resources have been added to the I-Suite Resources grid, click **Next** to import the ROSS resources into the I-Suite database.

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

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

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

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



### To validate resources matched by request number and name

1 On the **Validate Matches 1** screen, compare ROSS Resources that have been matched to I-Suite Resources by request number and name.

2 If matched resources that should not have been matched are found, click the **Selector** button for the I-Suite resource, and then click **Unmatch**; or to edit I-Suite resources, type directly into the I-Suite grid.

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

### To validate resources matched by request number

1 On the **Validate Matches 2** screen, compare ROSS Resources that have been matched to I-Suite Resources by request number.

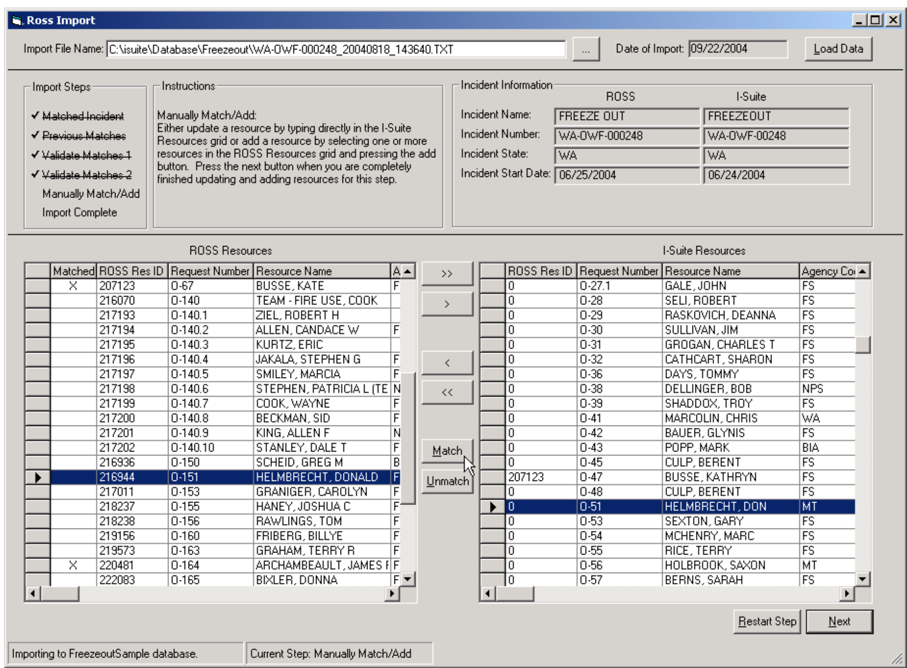
2 If matched resources that should not have been matched are found, click the **Selector** button for the I-Suite resource, and then click **Unmatch**; or to edit I-Suite resources, type directly into the I-Suite grid.

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

### To manually match/add resources

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

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

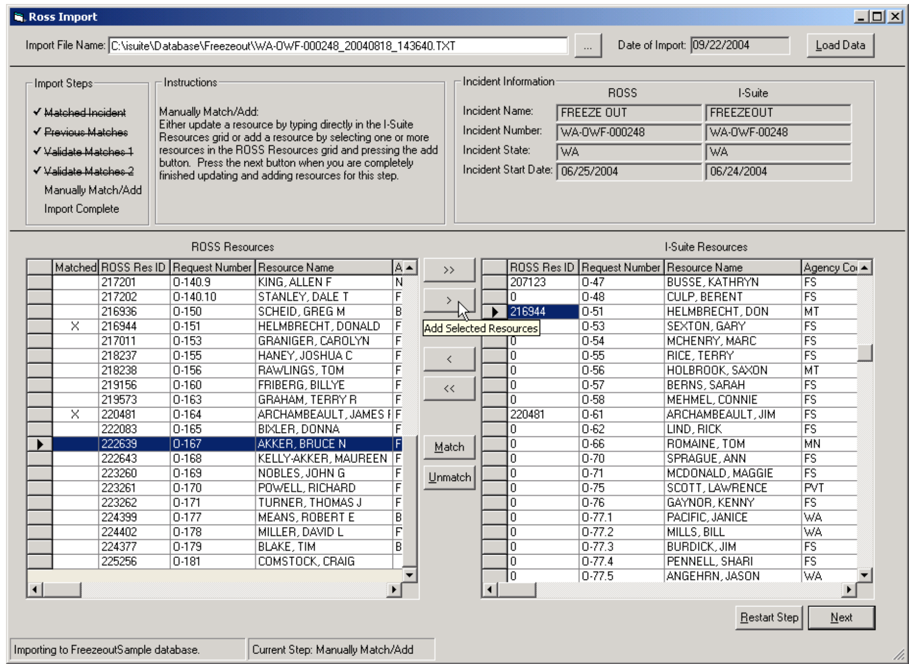



2 On the **Manually Match/Add Resources** screen, to add all resources from the ROSS Resources grid to the I-Suite Resources grid, click the >> button; or to add individual ROSS resources to the I-Suite Resources grid, click the **Selector** button for each ROSS resource, and then click the > button.

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

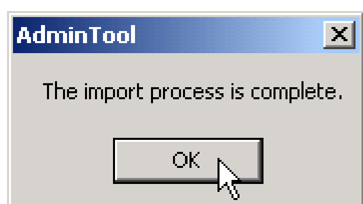
3 When you are finished editing the I-Suite resources, click **Next**.

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




**4** When the ROSS Import process is finished, the ROSS Import complete screen will appear, click **OK**.

The following diagram shows the ROSS Import complete screen.



# Revision History

| Revision Date | Revision Summary |
|---|---|
| 2004-09-22 | Added instructions for importing ROSS data files into I-Suite. |