

VIPR/ROSS Duplicate Resource Cleanup

This document provides direction on how to clean up duplicate resources in the VIPR/ROSS database.

ROSS now has the ability to pull Virtual Incident Procurement Resource data (VIPR) into ROSS, including the Dispatch Priority List (DPL). Duplicate resources occur because some VIPR resource items were entered by hand into ROSS without following standard naming conventions.

ROSS searches for matches on resources in VIPR by comparing serial and vehicle identification numbers, (VINs). If ROSS does not locate an exact match, ROSS creates a new (duplicate) record. In many instances, when resources were entered by hand, serial numbers were entered into the VIN field and vice versa, or an incomplete serial number or VIN was entered.

Contents

Identify Duplicates	2
Begin with Reports.....	2
Export the report to Excel 2007 Data Format.....	4
Evaluate the Report	5
Evaluate Duplicate Resources.....	5
Merging VIPR and ROSS Resources.....	5
Find and View Duplicate Resource at Merge Resources Window.....	6
Merge Duplicate Resources	7
Restore or Delete a Resource	8
Restoring a Resource	8
Deleting a Resource	9
Frequently Asked Questions	11

VIPR/ROSS Duplicate Resource Cleanup

Identify Duplicates

Begin with Reports

Run an existing report to compare resources and note any duplicates.

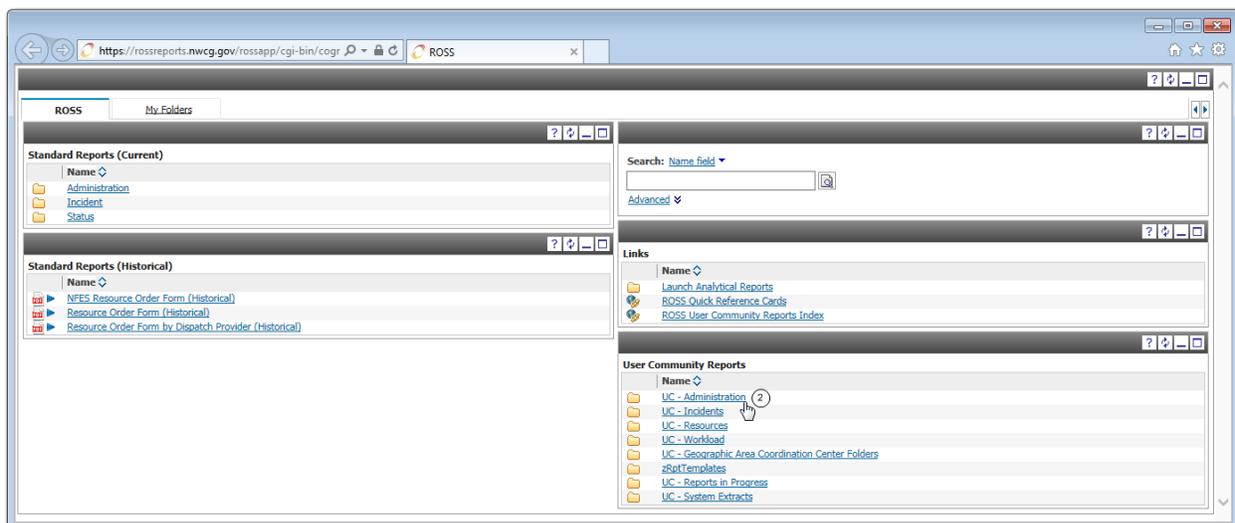
1. From the ROSS **Menu bar** select **Administration, Reports**. Figure 1

Figure 1 ROSS Menu Bar



2. From the User Community Reports section select **UC – Administration**. Figure 2

Figure 2 ROSS Reports window



3. Select **UC – Admin Resources**. Figure 3

Figure 3 User Community Reports, UC - Administration



VIPR/ROSS Duplicate Resource Cleanup

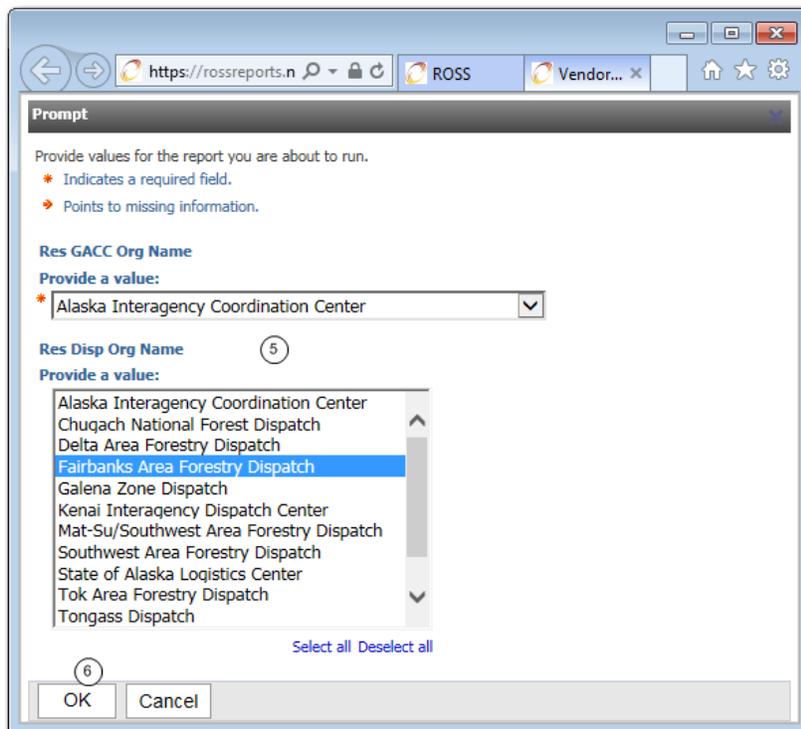
4. Select **Vendor Owned Resources by Dispatch by Vendor (VIPR Cleanup)**. Figure 4

Figure 4 Select Report window



5. Choose your *GACC* and highlight your *dispatch center*. Figure 5
6. Click **OK**. Figure 5

Figure 5 Report Prompt window

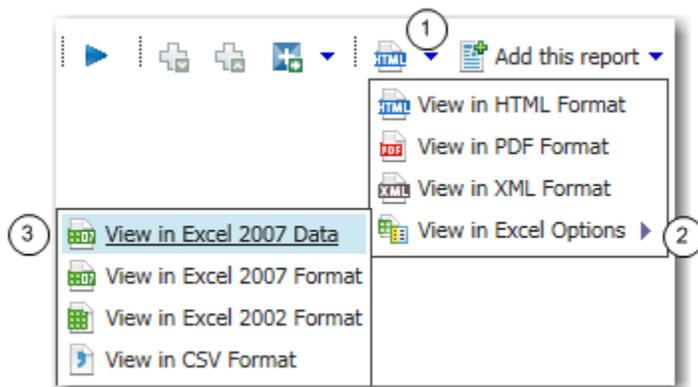


VIPR/ROSS Duplicate Resource Cleanup

Export the report to Excel 2007 Data Format

1. Click on the **View Options** button in the upper right hand corner of the screen.
2. Select **View in Excel Options**.
3. Select **View in Excel 2007 Data Format**.
 - a. (Alternative method for Query Studio users)
 - i. Highlight **Run Report** on the left hand column.
 - ii. Chose **View in Excel 2007 Data Format**.

Figure 6 Report Export Options



VIPR/ROSS Duplicate Resource Cleanup

Evaluate the Report

Note in Figure 7, there are two Dozer, Type 1 resources at Richfield Interagency Fire Center for Christensen Brothers Rock Products, Inc. In the **Resource Record Source** column note that one item has a Resource Record Source of ROSS and the other has a Resource Record Source of VIPR – see highlighted resources – Lines 7 and 8. Also, the Resource Name includes the same Unique ID – F04077 for For both the ROSS and VIPR resources. These would be considered the same resource.

Figure 7 VIPR Cleanup report

Res Disp Org Name	Vendor Name	Res ID	Res Name	Resource Record Source	Serial Num	Removed	Count
Richfield Interagency Fire Center	ALAN	A-1	POTABLE WATER TANK & DRYWALL VACUUM TRUCK SERVICE LLC - #WZ40A - H29	ROSS	16HG820238U05895	No	# 0122
Richfield Interagency Fire Center	BIG SKY BUSING INC.	BIG SKY BUSING INC.	BUS - CREW CARRIER - BIG SKY BUSING INC - #12 - A17570	ROSS	1FDP175A9NVA1757	No	# K42; No
Richfield Interagency Fire Center	BIG SKY BUSING INC.	BIG SKY BUSING INC.	BUS - CREW CARRIER - BIG SKY BUSING INC - #19 - A17571	ROSS	1HV8B8PEP4NH44707	No	# K42; No
Richfield Interagency Fire Center	BIG SKY BUSING INC.	BIG SKY BUSING INC.	BUS - CREW CARRIER - BIG SKY BUSING INC - #A1 - 447543	ROSS	1HV8B8PEP4NH44707	No	# K42; No
Richfield Interagency Fire Center	CHRISTENSEN BROTHERS ROCK PRODUCTS, INC	CHRISTENSEN BROTHERS ROCK PRODUCTS, INC	DOZER - T1 - CHRISTENSEN BROTHERS ROCK PRODUCTS, INC - #07 - F04077	VIPR	00000000058F04077	No	Caterpillar No
Richfield Interagency Fire Center	CHRISTENSEN BROTHERS ROCK PRODUCTS, INC	CHRISTENSEN BROTHERS ROCK PRODUCTS, INC	DOZER - T1 - CHRISTENSEN BROTHERS ROCK PRODUCTS, INC - F04077 - 07	ROSS	58F04077	No	ROSS
Richfield Interagency Fire Center	CHRISTENSEN BROTHERS ROCK PRODUCTS, INC	CHRISTENSEN BROTHERS ROCK PRODUCTS, INC	DOZER - T3 - CHRISTENSEN BROTHERS ROCK PRODUCTS, INC - #1 - #004606	ROSS	00000000CAL00460	No	CASE 850A No
Richfield Interagency Fire Center	CHRISTENSEN BROTHERS ROCK PRODUCTS, INC	CHRISTENSEN BROTHERS ROCK PRODUCTS, INC	DOZER - T3 - CHRISTENSEN BROTHERS ROCK PRODUCTS, INC - 004606 - 1	ROSS	CAL004606	No	CAL004606 No
Richfield Interagency Fire Center	CHRISTENSEN BROTHERS ROCK PRODUCTS, INC	CHRISTENSEN BROTHERS ROCK PRODUCTS, INC	TRANSPORT - T1 - CHRISTENSEN BROTHERS ROCK PRODUCTS, INC - #10 - 345415	ROSS	1FYU0CY87KP34541	No	# Y303 No
Richfield Interagency Fire Center	CHRISTENSEN BROTHERS ROCK PRODUCTS, INC	CHRISTENSEN BROTHERS ROCK PRODUCTS, INC	TRANSPORT - T1 - CHRISTENSEN BROTHERS ROCK PRODUCTS, INC - #11 - 244516	ROSS	1XKW080X09J2445	No	# Y359 No
Richfield Interagency Fire Center	CHRISTENSEN BROTHERS ROCK PRODUCTS, INC	CHRISTENSEN BROTHERS ROCK PRODUCTS, INC	TRANSPORT - T1 - CHRISTENSEN BROTHERS ROCK PRODUCTS, INC - #12 - 843644	ROSS	1XPPD49X0SD84364	No	# C067 No
Richfield Interagency Fire Center	CHRISTENSEN BROTHERS ROCK PRODUCTS, INC	CHRISTENSEN BROTHERS ROCK PRODUCTS, INC	TRANSPORT - T1 - CHRISTENSEN BROTHERS ROCK PRODUCTS, INC - #13 - 835074	ROSS	1XKW080X09J2445	No	# B145 No
Richfield Interagency Fire Center	COURNEY, ASHLEY	COURNEY, ASHLEY	TRANSPORTATION - PICKUP - T2 - ASHLEY COURNEY - 520576	ROSS	1GCH22337F520576	No	# 3922 No
Richfield Interagency Fire Center	CURL, WILLIAM	CURL, WILLIAM	TRANSPORT - T1 - WILLIAM CURL - #25 - 530055	ROSS	2FYU0S9B3M530055	No	# 47EN No
Richfield Interagency Fire Center	D & I, INC.	D & I, INC.	WATER TENDER - SUPPORT - T2 - D & I INC - WT 16 - 617450	ROSS	1NKAL69X4R561745	No	# 479M No
Richfield Interagency Fire Center	DESERT MOUNTAIN CONTRACTOR	DESERT MOUNTAIN CONTRACTOR	DOZER - T2 - DESERT MOUNTAIN CONTRACTOR - 2V4563	ROSS	92V4563	No	Caterpillar No
Richfield Interagency Fire Center	DESERT MOUNTAIN CONTRACTOR	DESERT MOUNTAIN CONTRACTOR	DOZER - T2 - DESERT MOUNTAIN CONTRACTOR - 2V4563 - DOZER	VIPR	92V4563	No	92V4563 No
Richfield Interagency Fire Center	DESERT MOUNTAIN CONTRACTOR	DESERT MOUNTAIN CONTRACTOR	EXCAVATOR - T2 - DESERT MOUNTAIN CONTRACTOR - 323161	ROSS	0000000007K23161	No	No
Richfield Interagency Fire Center	DESERT MOUNTAIN CONTRACTOR	DESERT MOUNTAIN CONTRACTOR	TRANSPORT - T1 - DESERT MOUNTAIN CONTRACTOR - #07 - 042205	ROSS	2HSFX6R9LDC42205	No	No
Richfield Interagency Fire Center	DESERT MOUNTAIN CONTRACTOR	DESERT MOUNTAIN CONTRACTOR	TRANSPORT - T1 - DESERT MOUNTAIN CONTRACTOR - 342264	ROSS	1XKAD89X9H534226	No	Lowboy No
Richfield Interagency Fire Center	Doyle's Diesel & Sons, Inc.	Doyle's Diesel & Sons, Inc.	MECHANIC w/SVC TRUCK - T1 - HEAVY EQUIPMENT - DOYLE'S DIESEL & SONS, INC - #4	ROSS	1G0C346F6M06035	No	# 4 No
Richfield Interagency Fire Center	Doyle's Diesel & Sons, Inc.	Doyle's Diesel & Sons, Inc.	MECHANIC w/SVC TRUCK - T2 - LIGHT AUTO & HVY TRUCK - DOYLE'S DIESEL & SONS, INC	ROSS	1X00000000006035	No	# 4 No
Richfield Interagency Fire Center	Doyle's Diesel & Sons, Inc.	Doyle's Diesel & Sons, Inc.	TRANSPORT - T1 - DOYLE'S DIESEL & SONS, INC - #13 - 011140	ROSS	1DA73C0D5R011140	No	ROSS
Richfield Interagency Fire Center	Doyle's Diesel & Sons, Inc.	Doyle's Diesel & Sons, Inc.	TRANSPORT - T1 - DOYLE'S DIESEL & SONS, INC - #13 - 160849	ROSS	1XP9029X9EP16084	No	Peterbilt No
Richfield Interagency Fire Center	GALE'S GOLD & EXCAVATION, INC	GALE'S GOLD & EXCAVATION, INC	DOZER - T1 - GALE'S GOLD & EXCAVATION, INC - BP5768 - 1	VIPR	BP5768	No	BP5768 No
Richfield Interagency Fire Center	GALE'S GOLD & EXCAVATION, INC	GALE'S GOLD & EXCAVATION, INC	DOZER - T1 - GALE'S GOLD & EXCAVATION, INC - P20717 - 2	VIPR	BP20717	No	BP20717 No
Richfield Interagency Fire Center	GALE'S GOLD & EXCAVATION, INC	GALE'S GOLD & EXCAVATION, INC	DOZER - T1 - GALES GOLD EXCAVATION - #1 - BP5768	ROSS	BP5768	No	BP5768 No
Richfield Interagency Fire Center	GALE'S GOLD & EXCAVATION, INC	GALE'S GOLD & EXCAVATION, INC	DOZER - T1 - GALES GOLD EXCAVATION - #2 - P20717	ROSS	BP20717	No	BP20717 No
Richfield Interagency Fire Center	HD Diesel	HD Diesel	WEED WASHING UNIT - T1 - HD DIESEL - #WUW - HGWW6	ROSS	000000000000HGWW	No	UNIT #W1 No
Richfield Interagency Fire Center	KR Contracting LLC	KR Contracting LLC	TRANSPORTATION - PICKUP - T1 - KR CONTRACTING LLC - #07 - 107106	ROSS	1GCH22337F107106	No	#G07C No
Richfield Interagency Fire Center	M K J CONSTRUCTION LLC	M K J CONSTRUCTION LLC	DOZER - T1 - M K J CONSTRUCTION LLC - #1 - M00885	ROSS	0000000007X00885	No	No
Richfield Interagency Fire Center	M K J CONSTRUCTION LLC	M K J CONSTRUCTION LLC	DOZER - T1 - M K J CONSTRUCTION LLC - #2 - N00413	ROSS	0000000002EN0413	No	No
Richfield Interagency Fire Center	M K J CONSTRUCTION LLC	M K J CONSTRUCTION LLC	DOZER - T1 - M K J CONSTRUCTION LLC - M00885 - DOZER1	VIPR	7XM00885	No	2EN00413 No
Richfield Interagency Fire Center	M K J CONSTRUCTION LLC	M K J CONSTRUCTION LLC	DOZER - T1 - M K J CONSTRUCTION LLC - N00413 - DOZER2	VIPR	2EN00413	No	No
Richfield Interagency Fire Center	M K J CONSTRUCTION LLC	M K J CONSTRUCTION LLC	DOZER - T2 - M K J CONSTRUCTION - #3 - 150877	ROSS	0000T0850X15087	No	John Deere No
Richfield Interagency Fire Center	M K J CONSTRUCTION LLC	M K J CONSTRUCTION LLC	DOZER - T2 - M K J CONSTRUCTION - #4 - 816369	ROSS	0000T0850X81636	No	John Deere No
Richfield Interagency Fire Center	M K J CONSTRUCTION LLC	M K J CONSTRUCTION LLC	DOZER - T2 - M K J CONSTRUCTION LLC - 150877 - DOZER3	VIPR	T0850X15	No	No

Evaluate Duplicate Resources

Once a duplicate resource is located, a decision needs to be made on either merging the resources or deleting the ROSS resource. Merging resources will maintain the assignment history. Merge the ROSS resource into the VIPR resource if you are certain they are the same resource and you want to save the history of the resource. Skip *Deleting a Resource* if you want to delete the ROSS resource.

Merging VIPR and ROSS Resources

Note: ROSS Dispatch Manager or Data Manager role is required to access the Merge Resources screen.

VIPR/ROSS Duplicate Resource Cleanup

Find and View Duplicate Resource at Merge Resources Window

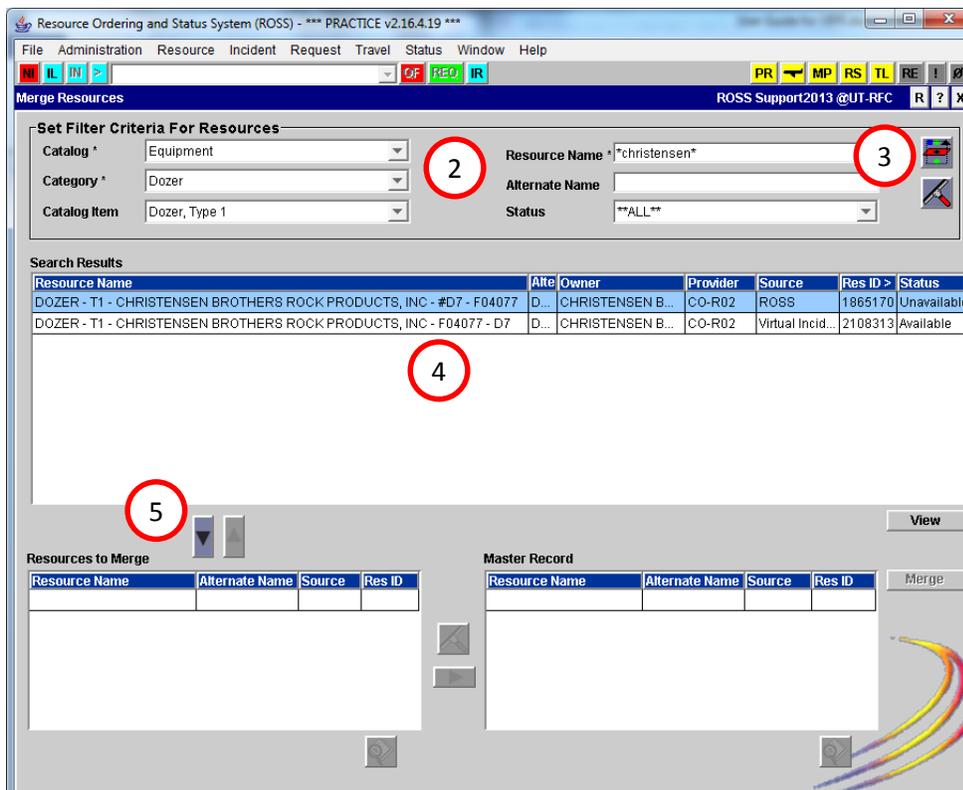
1. At the ROSS menu bar click on **Administration** then **Merge Resources**.
2. Enter required information at the **Set Filter Criteria For Resources** window.
3. Click the **Filter** button.
4. Adjust the **Resource Name** column to view the resource information if necessary.
5. Move both resources to the **Resources to Merge** box by highlighting each resource and clicking the **Down** arrow.

Figure 8 ROSS Menu bar, Administration tab, Merge Resources selected



Note the two dozers listed are from Christensen Brothers with matching serial numbers – F04077. The **Source** of top one is ROSS and the bottom one is Virtual Incident Procurement. These are the same resources listed in the report. If you are still not sure, highlight a resource then use the **View** button to look at additional information for each resource.

Figure 9 Merge Resources window



VIPR/ROSS Duplicate Resource Cleanup

Merge Duplicate Resources

1. Move the Virtual Incident Procurement resource over to the **Master Record** box by highlighting and clicking the **Right** arrow.
 - a. *The Virtual Incident Procurement Resource should **always** be the Master Record.*
2. Click the **Merge** button.
3. View the **Merge Resource Confirmation**.
4. Click the **Yes** button or **NO** button.
 - a. *A merge cannot be undone.*

Figure 10 Merge Resources window, bottom section

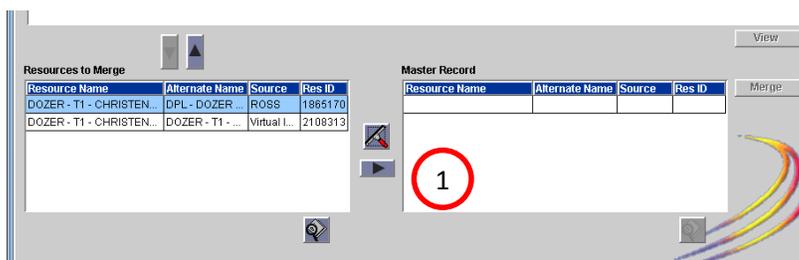
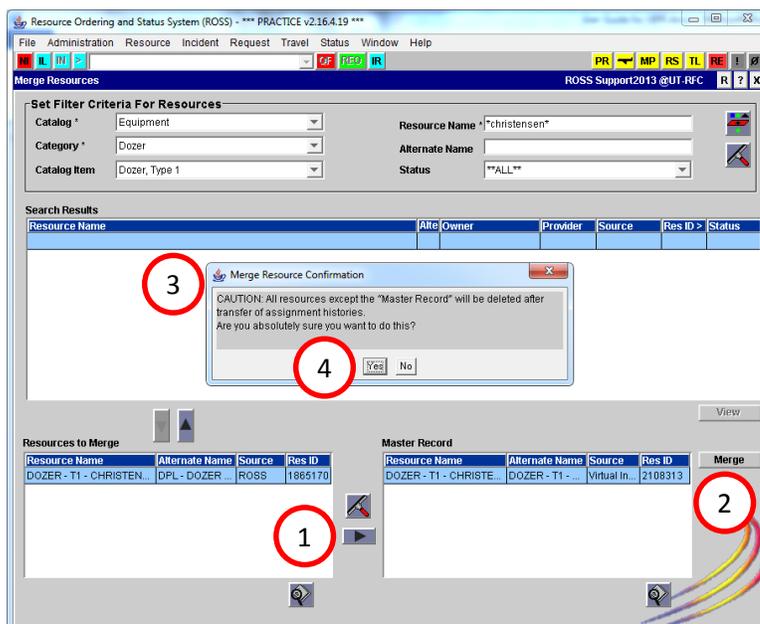


Figure 11 Merge Resources window and Confirmation warning



Occasionally a duplicate resource that shows in the *Vendor Owned Resources by Dispatch by Vendor (VIPR Cleanup)* report cannot be found at the Merge Resources window. If the ROSS resource does *not* appear on the Merge Resources window it may be in the **Removed bin** which is located on the **Resource Item** window. The resource must be restored before it can be merged.

VIPR/ROSS Duplicate Resource Cleanup

Restore or Delete a Resource

Restoring a Resource

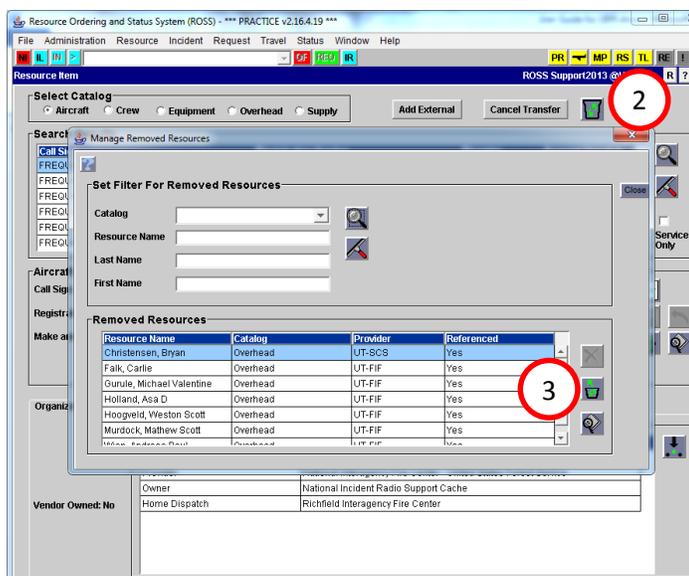
1. At the ROSS menu bar click on **Resources** then **Resource Item**.

Figure 12 ROSS Menu bar, Resource and Resource Item selected



2. Click on the **Manage Removed Resources** button.
3. Locate and highlight your resource and click on the **Restore** button.

Figure 13 Resource Item window with Manage Removed Resources window



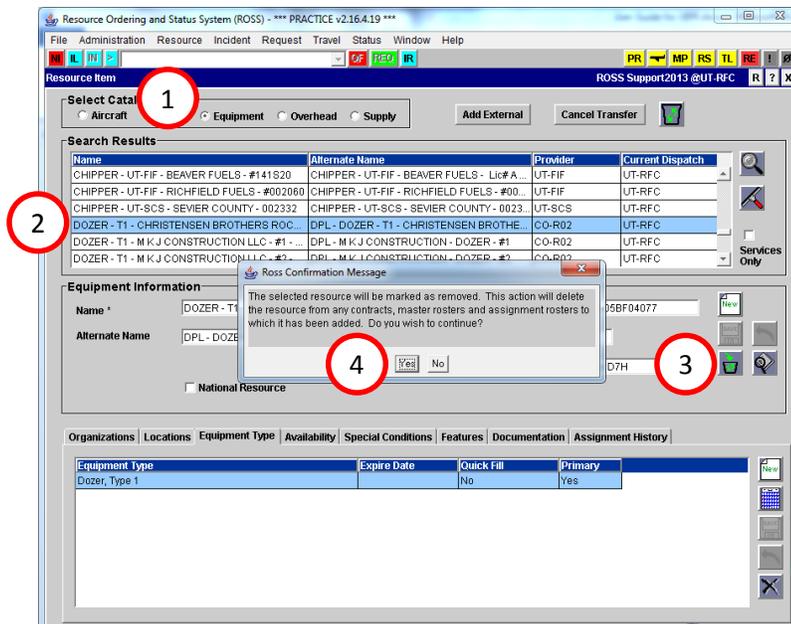
The item will now be searchable at the **Merge Resources** window

VIPR/ROSS Duplicate Resource Cleanup

Deleting a Resource

1. At the **Resource Item** window click on the **Equipment** radio button.
 - a. (This example describes removing an equipment item).
2. Locate and highlight the resource you want to delete.
3. Click on the **Remove** button.
4. Click **Yes** on the **ROSS Confirmation Message** window

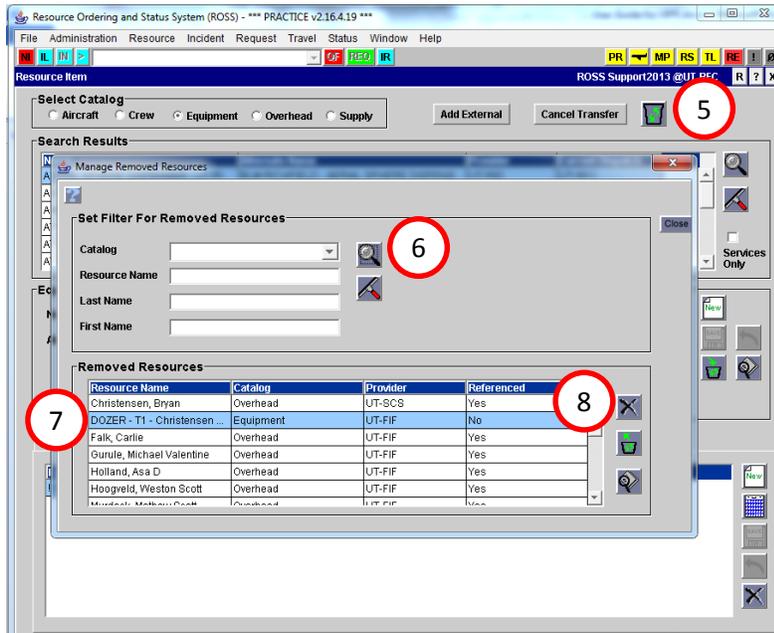
Figure 14 Resource Item window and ROSS Confirmation Message



VIPR/ROSS Duplicate Resource Cleanup

5. Click the **Manage Removed Resources** button.
6. Click the **Search** button on the Manage Removed Resources screen
7. Highlight the resource you want to delete (*the Christensen Dozer*).
8. Click the **Delete** button.

Figure 15 Resource Item window and Manage Removed Resources window



Note The **Delete** button is only available if the **Referenced** column in the **Removed Resources** box of the **Manage Removed Resources** window displays **No** for the highlighted item. **No** is only available if a resource is not referenced to any non-archived incidents. Referenced items are archived annually. After the annual archive the delete button will be available.

VIPR/ROSS Duplicate Resource Cleanup

Frequently Asked Questions

1. What happens when a ROSS resource that is also a VIPR resource is contracted by a state, BLM, BIA, or other agency?
 - 1.1. That contract could be entered on the Contract screen and the VIPR resource added to that contract. When filling the request in ROSS, the resource would be visible and could be filled from the Contracts/Agreement tab on the Pending Request screen. The provider will show as a Forest Service organization and the Record Source will show as VIPR.
 - 1.2. The agency could fill a request using the VIPR resource by going to the list on the VIPR tab at the Pending Request screen. When doing so, the resource provider will show as a Forest Service organization and the record source will show as VIPR.
 - 1.3. The hand-entered ROSS resource could be deleted or merged and the agency could use the Fill with Agreement function on the Pending Request screen. Filling a request using Fill with Agreement could result in inaccurate availability status for the VIPR resource.
 - 1.4. A hand-entered ROSS resource will result in a duplicate of that resource in the ROSS database. Filling a request with either the ROSS resource or the VIPR resource could result in inaccurate availability status for the unfilled resource.
2. What happens if duplicate resources are not merged or deleted?
 - 2.1. The ROSS database will fill with duplicate resources and will not reflect accurate resource counts. The possibility of filling a request with the incorrect resource in ROSS will increase resulting in potential claims and incorrect historical data.
3. What happens if the wrong resources is merged from ROSS into VIPR?
 - 3.1. Merged resources cannot be unmerged
4. Will the assignment history of a deleted resource be lost?
 - 4.1. No, the assignment history of a deleted resource will always be available form reports