



ROSS IMPORT

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ROSS Import Overview

The ROSS Import process allows a user to import Incident and Resource data from the Resource Ordering Status System (ROSS) into the e-ISuite system.

The ROSS Import function is used to populate a database with initial incident ROSS data or to add new ROSS data to an existing incident. There are several ways for a ROSS database to be created in the e-ISuite system:

- The servicing dispatch center orders resources in ROSS for an emerging incident; those resources can subsequently be used to create that incident in e-ISuite using the ROSS Import Process.

OR

- An e-ISuite user creates a new incident in e-ISuite and assigns resources. If a dispatch center then creates an incident in ROSS a ROSS Import can be done for that incident, matching the e-ISuite incident data with the ROSS Import data to make a complete resource record.

NOTE: After an Incident has been imported from ROSS, click the **Refresh** icon to display the incident in the Incidents grid.

Rules for Importing, Excluding and Matching Resources:

Once a resource has been dealt with in a ROSS Import, either by importing it or by excluding it, that resource will not display on any match screens in subsequent imports. If excluded, the resource can be imported later into the incident and will not display in any future matching sequence.

The only way resources display on the e-ISuite column "matching" screens is through manual data entry of some information about the resource prior to it being imported using the ROSS Import function.

Match Resources contains the following menu items (ROSS Import data is in left column, e-ISuite data is in the right column):

- **Request Number and Name** (exact matches). The resource could be unmatched manually on the potential match screen.
- **Request Number only**. Request Numbers might be the same but the names are different. O-101 Smith, William would not match O-101 Smith, William E. These would have to be manually matched. Other data could also be mismatched in the resource record.



- **Resource Name and Item Name.** If the system finds any potential matches, they would have to be manually matched. This case occurs particularly when resources have been added from the Resource Inventory to an incident prior to obtaining a Request #. Once resources have been given a Request # thru ROSS and the ROSS file is imported to the incident, the system will display the Resource Name and Item Code in both columns. However, the ROSS column will contain a Request # for the resource which can be used to match.
- **Unmatched Resources** displays resources the system could not find matches for on the left and in any of the unmatched e-ISuite Resources on the right. These can either be manually matched or import the ROSS Resources with no matches.

Excluded Resources:

Once a resource is excluded, the only way to see that resource again is through the "Import Excluded Resources" button. Even if that resource is actually in subsequent ROSS Import Files, the system is not going to display it anywhere again except in the Excluded Resources area. If it is imported from there, it will not show up again.

Deleted Resources:

If a resource is imported into e-ISuite and is deleted from there, the resource will display in subsequent ROSS Imports.

- [Upload a ROSS File](#)
- [Delete ROSS Data File](#)
- [Import ROSS Incident Data into Enterprise](#)
- [Import Excluded Resources](#)
- Setup Automatic Import Process (Future)



Upload a ROSS File

This section explains how to upload a ROSS data file to the e-ISuite system:

1. Using a user account with the Data Steward role, click the **Incidents** button on the Home Page.

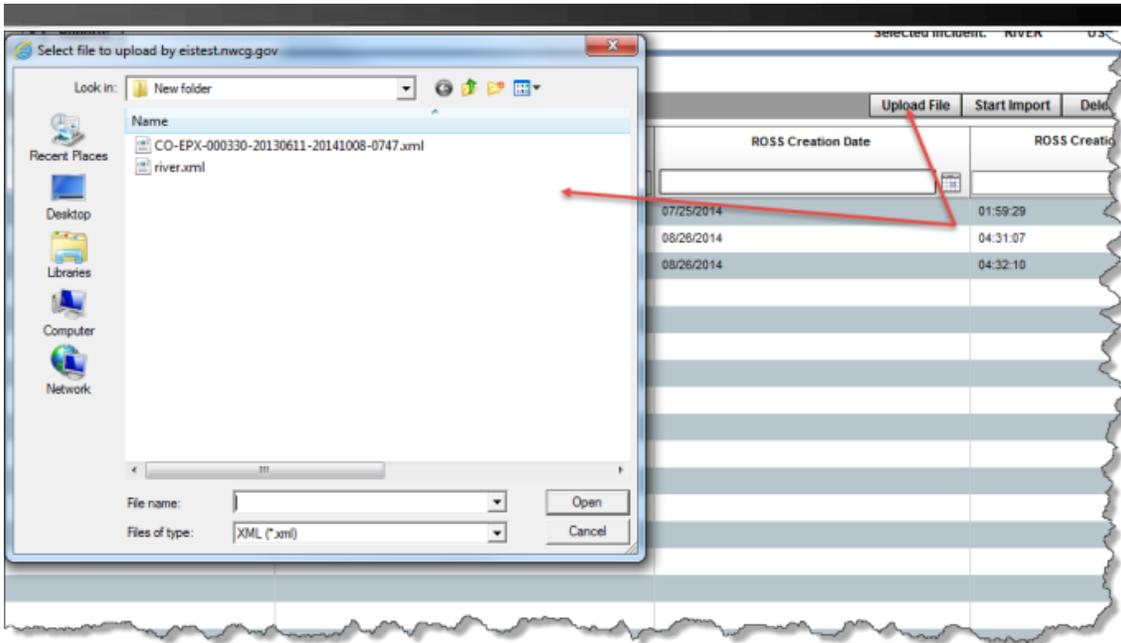
NOTE: The user account must have the Data Steward role. Prior to completing the next steps, the user must **download a ROSS file from the ROSS website using the current process.**



2. Click the **ROSS Import** button to open the ROSS Import page.



3. Select the **ROSS Files** tab.



4. Click the **Upload File** button to browse to a ROSS file on the local computer and upload that file into the e-ISuite staging area.





Delete ROSS Data File

This section explains how to delete a ROSS data file in the e-ISuite system:

1. From the Home page, click the **Incidents** button.



2. Click the **ROSS Import** button to open the ROSS Import page.
3. Select the **ROSS Files** tab.

Incident #	Incident Name
CA-STF-002857	RIM
ID-CTS-000788	INCENDIARY CREEK
MT-SWS-000068	LOLO CREEK COMPLEX

4. Select the ROSS Data file to delete.
5. Click the **Delete** button.
6. A confirmation message will display. Click **Yes**.



Delete?

Are you sure you want to delete the file for CORRAL COMPLEX?



Import ROSS Incident Data into Enterprise

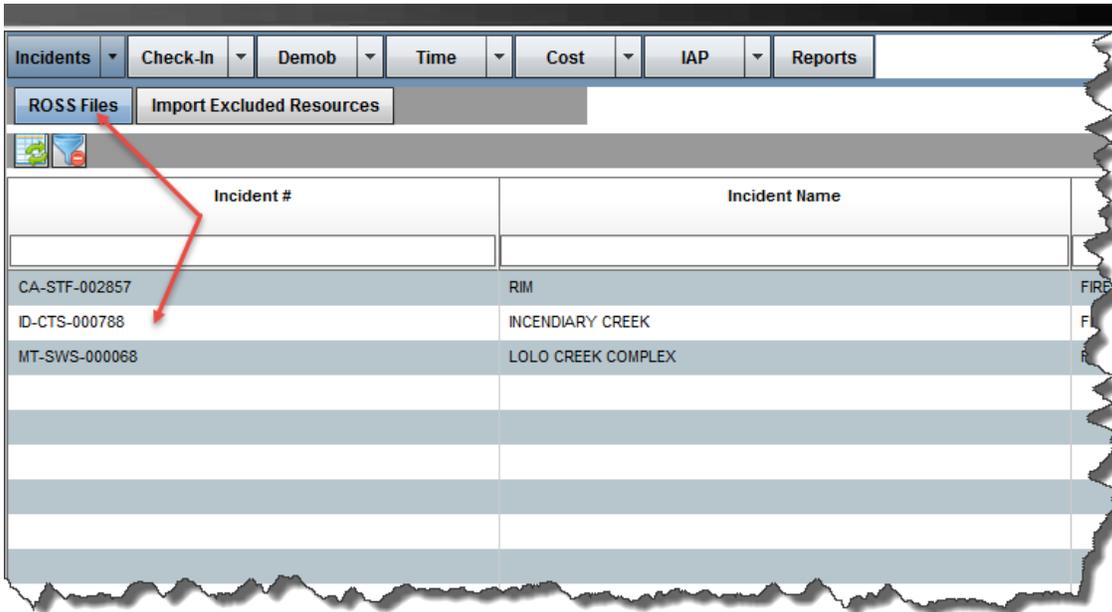
This section explains how to complete importing a ROSS data file into Enterprise:

1. From the Home page, click the **Incidents** button.

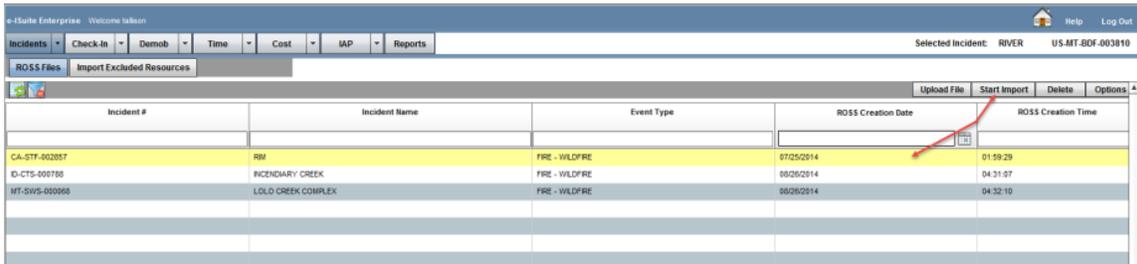
NOTE: The user account must have the Data Steward role and must download a ROSS file from the ROSS website using the current process prior to completing the next steps.



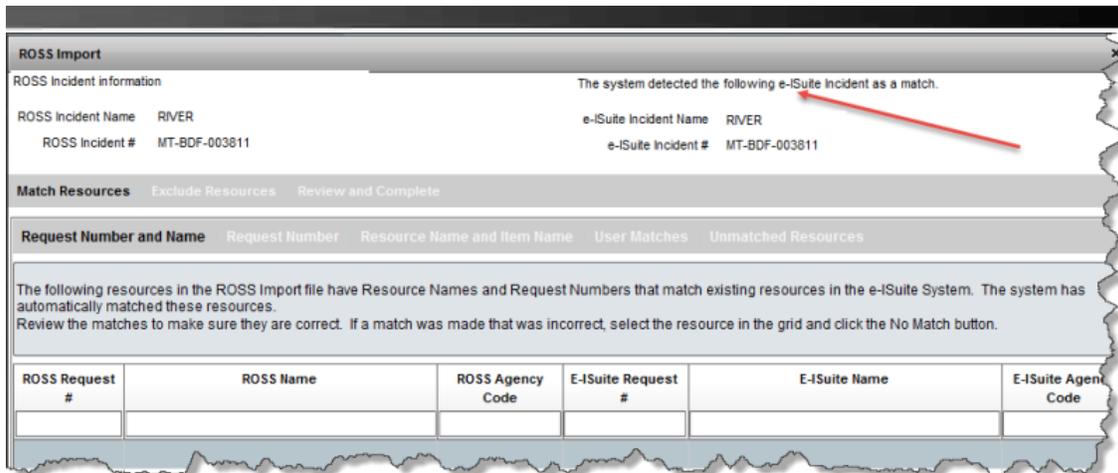
2. Click the **ROSS Import** button to open the ROSS Import page.



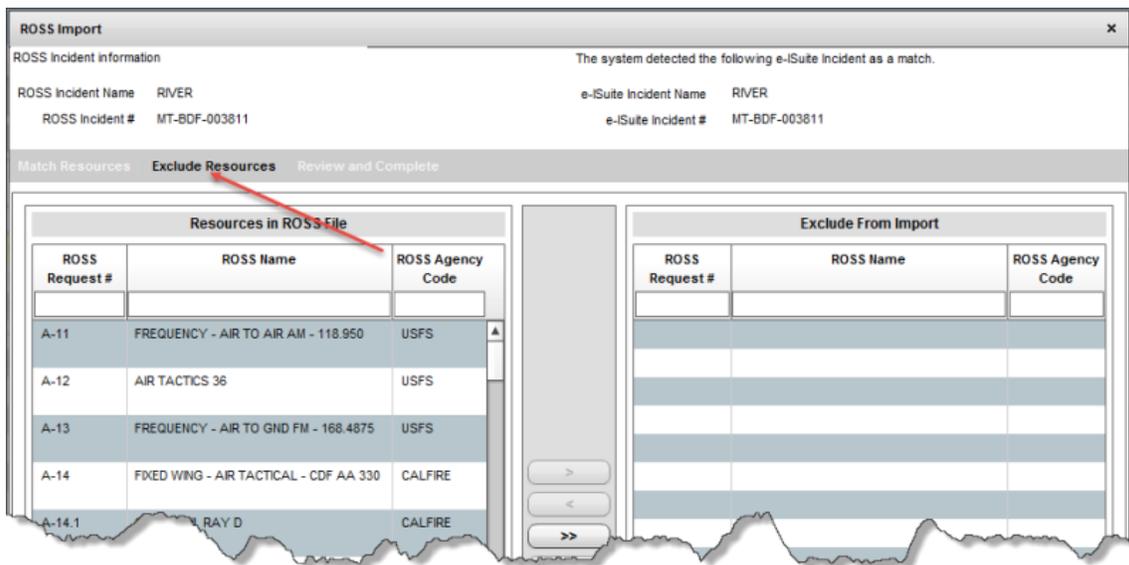
3. Select an Incident in the list and click the **Start Import** button to start the import process.



4. If the system detected a possible match between a ROSS Incident and a manually entered e-ISuite Incident, the system will display a message indicating that a match was detected between the ROSS Incident and e-ISuite Incident.



- If the system does not detect a match of a manually entered Incident in the e-ISuite system, the system displays a message indicating that no match was detected.
- Click **Exclude Resources**.



- Highlight Resources in ROSS File (left grid) to be moved to Exclude From Import (right grid).
- Shuttle Resources to the Exclude from Import list.

NOTE: Users should be careful when excluding primary resources with subordinates. If the primary resource is excluded, then all the subordinates of that resource should also be excluded. However, a subordinate resource can be excluded without its primary being excluded, as would be the case if a particular member of a crew resource did not report with the crew resource.



9. Click **Incident Jurisdiction**.
10. Choose a Jurisdiction from the drop down list.

ROSS Import

ROSS Incident information

ROSS Incident Name	RIVER	e-ISuite Incident Name	RIVER
ROSS Incident #	MT-BDF-003811	e-ISuite Incident #	MT-BDF-003811

The system detected the following e-ISuite incident as a match.

Exclude Resources **Incident Jurisdiction** Data Conflicts Review and Complete

Please select an Incident Jurisdiction for the ROSS Incident.

Jurisdiction *

11. If there were any conflicts with the data in the import file, a **Data Conflicts** tab displays. Click a conflict listed in the left grid.
12. Complete the conflict fields in the panel on the right side of the Data Conflicts tab and click the **Resolve Conflict** button. A checkmark will display in the Resolved column for those conflicts that were resolved.
13. If the conflict cannot be resolved, click the **Exclude Resource** button to exclude that resource from the import process.



ROSS Import

ROSS Incident information The system detected the following e-Suite Incident as a match.

ROSS Incident Name RIVER e-Suite Incident Name RIVER
ROSS Incident # MT-BDF-003811 e-Suite Incident # MT-BDF-003811

Exclude Resources Incident Jurisdiction **Data Conflicts** Review and Complete

ROSS Request #	Conflict Description	Resolved
O-142	Cannot resolve First and Last Names	<input type="checkbox"/>
O-415	Cannot resolve First and Last Names	<input type="checkbox"/>
O-416	Cannot resolve First and Last Names	<input type="checkbox"/>
O-417	Cannot resolve First and Last Names	<input type="checkbox"/>

Conflict Description Cannot resolve First and Last Names

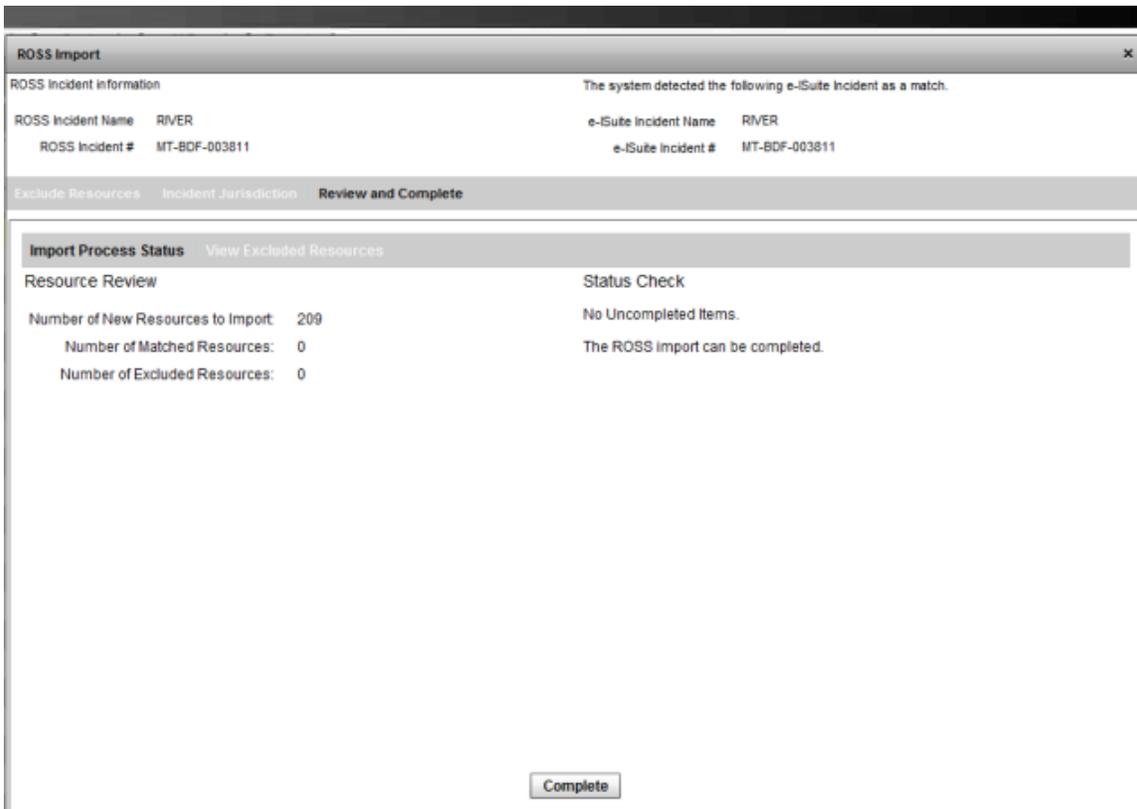
ROSS Resource Name

Is this resource a person? Yes No

New First Name *
(35 Max Chars) Count: 0

New Last Name *
(35 Max Chars) Count: 0

- 14. Click **Review and Complete**.
- 15. Check Import Process Status screen for any uncompleted item.



16. Click **Complete** to complete the ROSS import.

Match Resources

If the system detects that there are resources in an existing incident that match resources in the ROSS Import file, Matching tabs will display that allow the user to identify which resources are the same.

Match by Request Number and Name

1. Select the **Request Number and Name** tab to view matches.
2. Review the matches to make sure they are correct. If a match is incorrect, select the resource in the grid and click the **No Match** button.



ROSS Import x

ROSS Incident information

ROSS Incident Name RIVER

ROSS Incident # MT-BDF-003811

The system detected the following e-ISuite incident as a match.

e-ISuite Incident Name RIVER

e-ISuite Incident # MT-BDF-003811

Match Resources Exclude Resources Review and Complete

Request Number and Name
Request Number
Resource Name and Item Name
User Matches
Unmatched Resources

The following ROSS and e-ISuite resources have not been matched.
Review the lists and highlight the resources to be matched and click on the Match button.

ROSS Request #	ROSS Name	ROSS Agency Code		E-ISuite Request #	E-ISuite Name	E-ISuite Agency Code
A-20	HELICOPTER - T2S - 205HQ	PVT				
A-21	HELICOPTER - T2S - 17HX	PVT				
A-23	HELICOPTER - T1L - 699RH	PVT				
A-24	HELICOPTER - T1L - 191CH	PVT				
▶ C-1	S/T 934	CA				
▶ C-2	S/T 974H	CA				
▶ C-3	SEQUOIA	USFS	Match			
▶ C-4	EAGLE IA	USFS				
▶ C-5	S/T 140F	CA				
▶ C-6	RIO BRAVO IHC	CA				
▶ C-7	S/T 93J	CA				
▶ C-8	CREW S/T - T1 - 9175 G	CA				
▶ C-9	CREW S/T - T1 - 9141G	CA				
▶ C-10	WARM SPRINGS IHC	BIA				
▶ C-11	COPPER 2	USFS				
▶ C-12	CREW S/T - T1 - 489	CA				



Import Excluded Resources

This section explains how to Import Excluded Resources into the e-ISuite system:

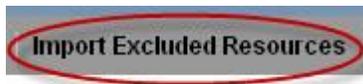
1. From the Home page, click the **Incidents** button.



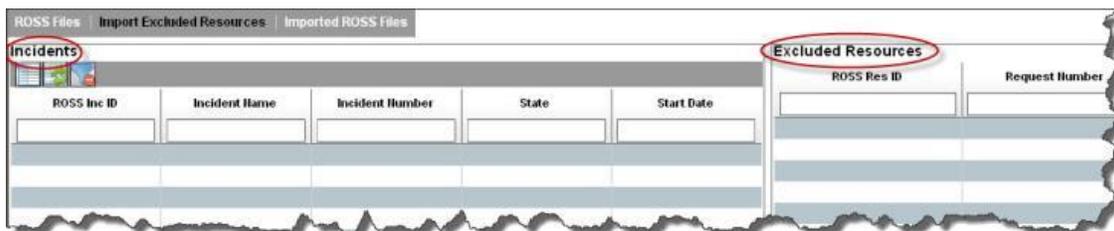
2. Click the **ROSS Import** button to open the ROSS Import page.



3. Click the **Import Excluded Resources** tab.



4. Select an Incident listed in the Incidents grid and the Resources that were excluded for that Incident will show in the Excluded Resources grid.



5. Select one or more excluded Resources to import.
6. Click the **Import Resource** button to begin the import process.



7. The ROSS Reimport Excluded Resources screen will display. See [Import ROSS Incident Data into Enterprise](#) for detailed instructions starting with the Match Resources step.



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