

User Guide for VIPR/ROSS Duplicate Cleanup

ROSS now has the ability to pull Virtual Incident Procurement Resources (VIPR) data into ROSS, including the Dispatch Priority Lists (DPLs). Because some VIPR resource items were originally hand-entered into ROSS without following a standard naming convention, duplicate resources are occurring after ROSS pulls data from VIPR.

ROSS looks for matches on resources in VIPR on the serial numbers and VINs. In many instances, when resources were hand-entered into ROSS, the serial numbers were entered into the VIN field and vice-versa or the complete serial number or VIN was not entered. In some instances the letter “O” was entered in the place of a zero. If ROSS does not locate an exact match, a duplicate record is created in ROSS.

The goal of this document is to provide directions on how to clean up these duplicates in your ROSS database.

Questions and Answers

1. What happens when a ROSS resource is also a VIPR resource and is also contracted by a state, BLM, BIA, or another agency?
 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 show 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.
 2. The agency could fill a request using the VIPR resource by going to the list on the VIPR tab on 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.
 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.
 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 we don't merge or delete the duplicate or excess resources?
Your ROSS database will be filled 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 we merge the wrong resources?

If you merge the wrong ROSS resource into a VIPR resource it cannot be undone. See Figure 5.

4. Will I lose the assignment history of a deleted resource?

No. You will still be able to pull the assignment history of a deleted resource from reports.

Steps for cleaning up your data:

1. **Open the report(s) received from the ROSS Project Team.**
2. **Compare your resources on the report from your dispatch center and note any duplicate resources which have a Resource Record Source of both ROSS and Virtual Incident Procurement (VIPR).**

Note in Figure 1, there are 2 - Dozer, Type 1 resources at Richfield Interagency Fire Center for Christensen Brothers Rock Products, Inc. One has a Resource Record Source of ROSS and the other has a Resource Record Source of Virtual Incident Procurement (VIPR) – see highlighted resources. For both the ROSS and VIPR resources, the Resource Name includes the same Unique ID – F04077. These would be considered the same resource.

Figure 1

Record Source VIPR at Great Basin GACC

Res Record Source: ROSS, Virtual Incident Procurement AND Res GACC Org Unit Code: UT-GBC AND Category Name: Dozer, Engine, Groups
Res Name: Ascending order

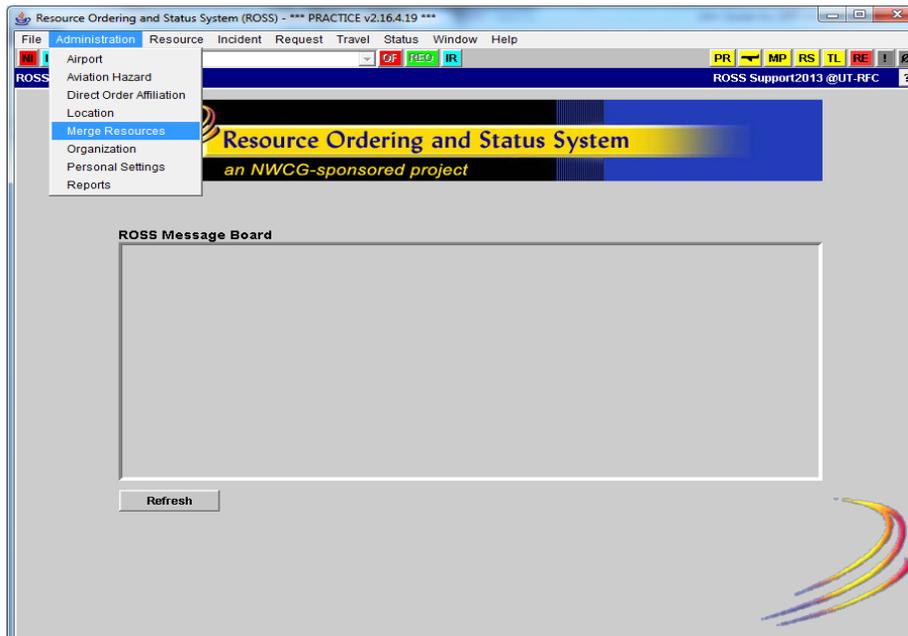
Category Name	Catalog Item Name	Res Owner Name	Res Disp Org Name	Res Record Source	Res Name	Contract Record Source	VIPR Equipment ID	VIPR Unique ID	VIPR Unique Identifier
Dozer	Dozer, Type 1	Austin Trucking Inc.	Central Idaho Interagency Fire Center	ROSS	DOZER - T1 - AUSTIN TRUCKING - 2010				
		Boise District Office	Boise Interagency Dispatch Center	ROSS	DOZER - T1 - ID-BOD - 1184, CATAPILLER D6				
		CHRISTENSEN BROTHERS ROCK PRODUCTS, INC.	Richfield Interagency Fire Center	ROSS	DOZER - T1 - CHRISTENSEN BROTHERS ROCK PRODUCTS, INC. - #D7 - F04077				
				Virtual Incident Procurement	DOZER - T1 - CHRISTENSEN BROTHERS ROCK PRODUCTS, INC. - F04077 - D7		D7	SBF04077	
		Canyon Construction Company	Elko Interagency Dispatch Center	ROSS	DOZER - T1 - CANYON CONSTRUCTION - #1 DOZER - T1 - CANYON CONSTRUCTION - #2				
		Central Area - UDF	Richfield Interagency Fire Center	ROSS	DOZER - T1 - UT-SCS - SANPETE COUNTY - 000871 DOZER - T1 - UT-SCS - SANPETE COUNTY - A10932				
		Country Construction	Ely Interagency Communication Center	ROSS	DOZER - T1 - COUNTRY CONST # 1				

3. 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 to Step 4 if you want to delete the ROSS resource.

Once a duplicate resources is located, a decision needs to be made on either merging the resources or deleting the ROSS resource. Merging the resource will maintain the assignment history. To merge the ROSS and VIPR resources, do the following:

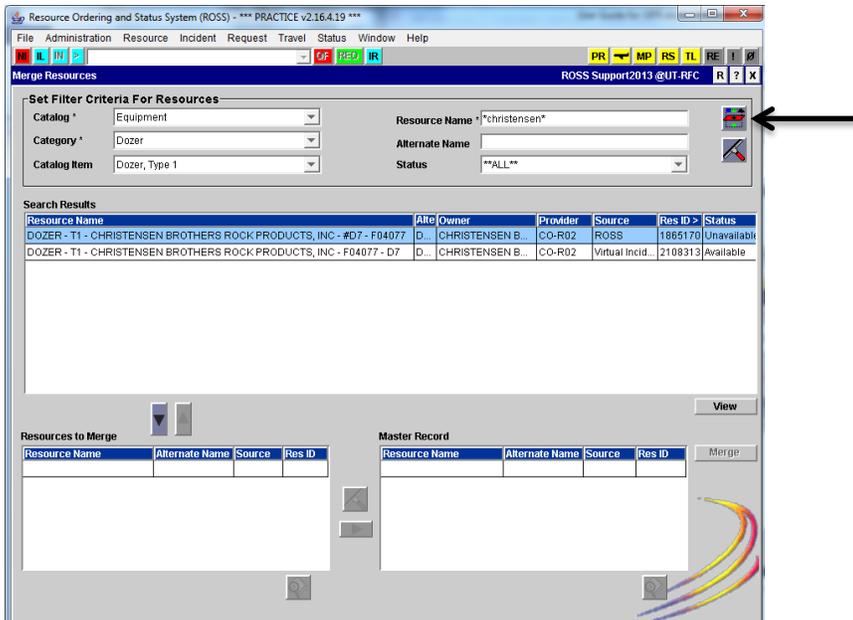
Click on Administration and Merge Resources as shown in Figure 2 – you will need to have the Dispatch Manager or Data Manager role in ROSS to access the Merge Resources screen.

Figure 2



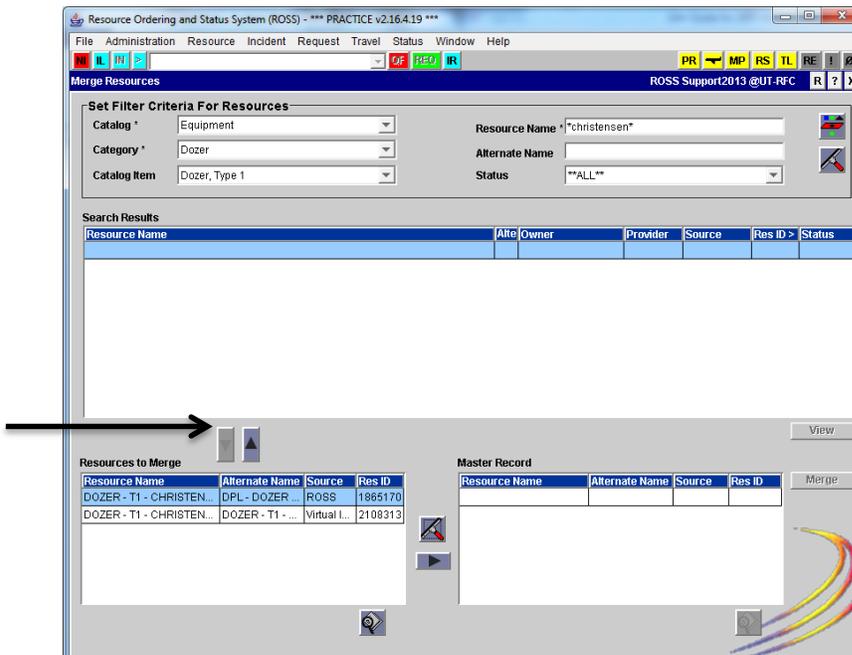
As in Figure 3 - Set the filter criteria for the resource and click the filter button. Adjust your column width so you can see the whole Resource Name. Note the two dozers listed are from Christensen Brothers with matching serial numbers – F04077. Note one has the Source of ROSS and the other is Virtual Incident Procurement. These are the same resources listed in the report. If you are still not sure, you can always use the View button to look at additional information for each resource.

Figure 3



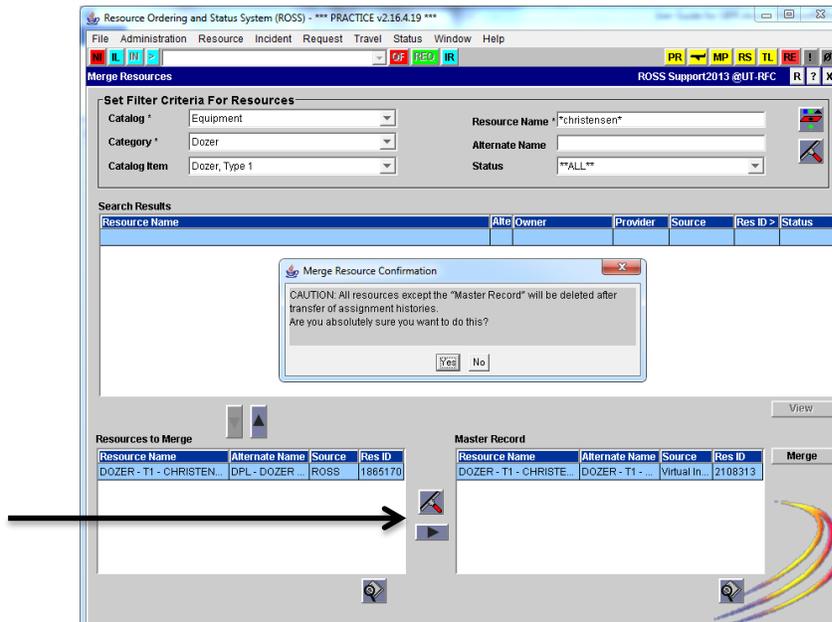
As in Figure 4 - Move both resources Name to the Resources to Merge box by highlighting each resource and using the down arrow.

Figure 4



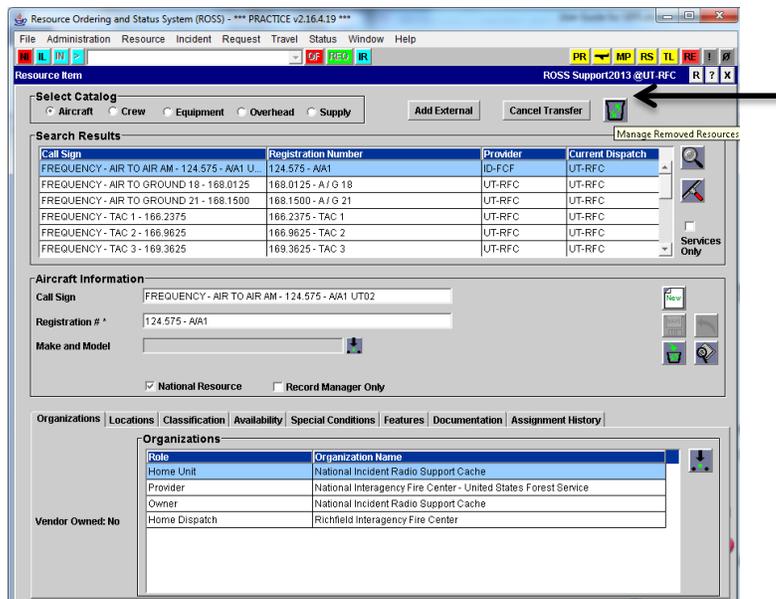
As in Figure 5 - Move the Virtual Incident Procurement resource over to the Master Record box by highlighting and using the over arrow. You **always** want the Master Record to be the VIPR resource. Click on the Merge button and view the Merge Resource Confirmation. Click Yes if you want to merge the resource, click No if not. You **cannot** undo a merge.

Figure 5



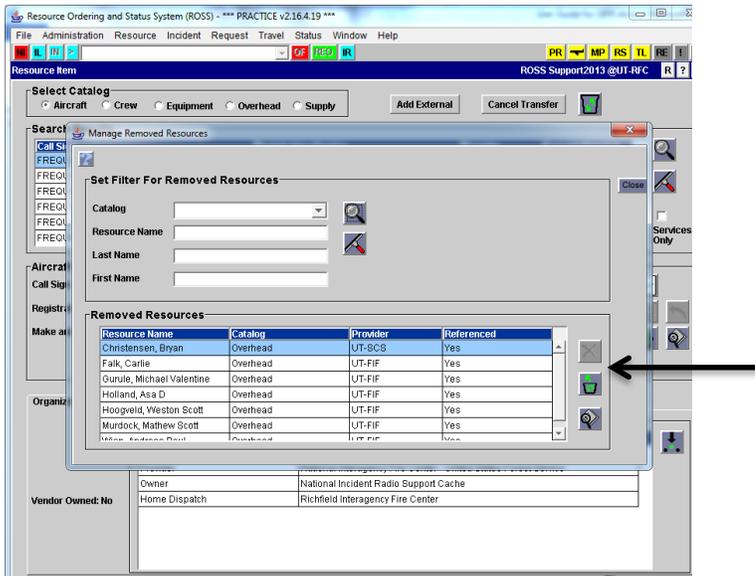
If the ROSS resource does **not** appear on the Merge Resources screen as in Figure 3, it is most likely in the Removed bin which is located on the Resource Item screen. You will need to take it out of the Removed bin if you want to merge it into the VIPR resource. Go to the Resource Item screen and click on the Manage Removed Resources button as shown in Figure 6.

Figure 6



Locate and highlight your resource and click on the Restore Resource button - see Figure 7. This action will put the resource back into the Resource Item screen and you will be able to search for it on the Merge Resources screen – see Figure 3.

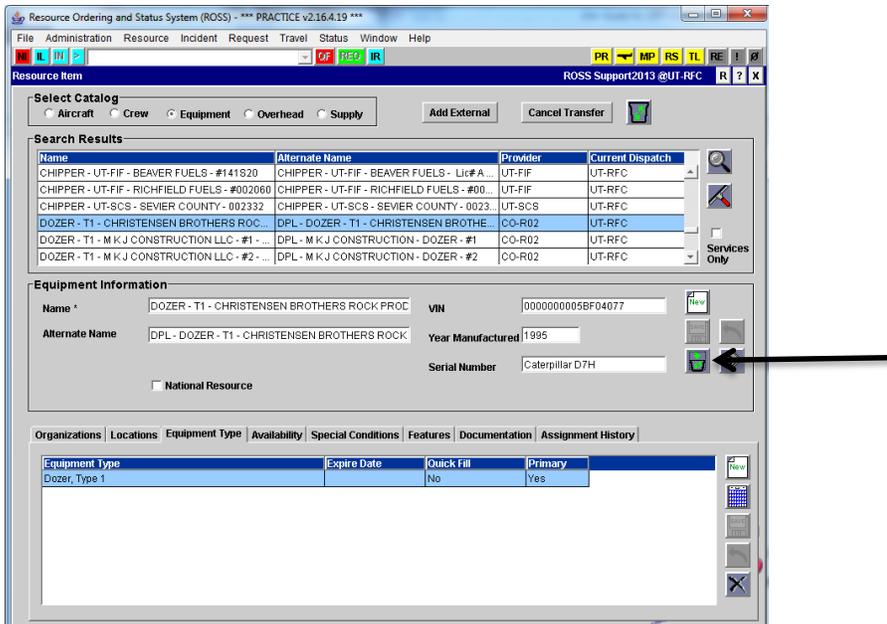
Figure 7



4. Delete the ROSS resource. If you choose to delete the ROSS resource do the following:

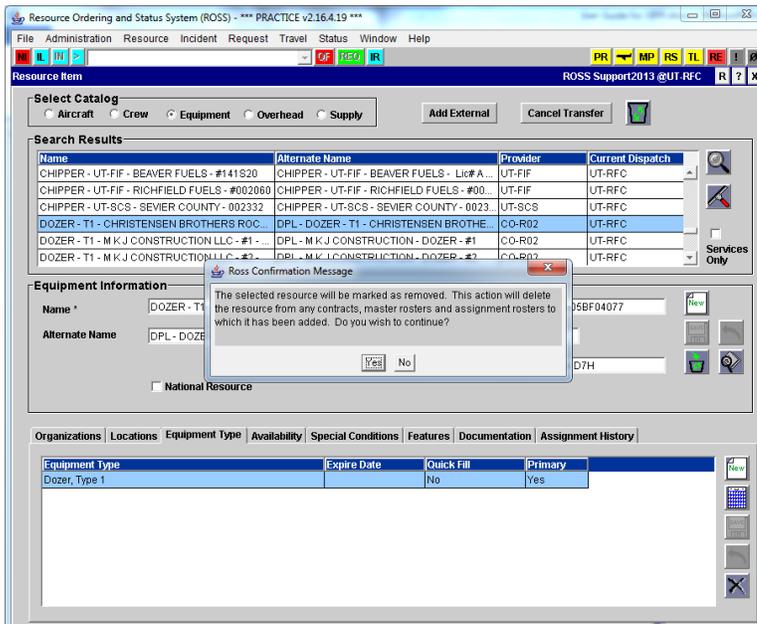
Go to the Resource Item screen and click on the Equipment radio button. Locate the resource you want to delete and highlight it. Click on the remove equipment button.

Figure 8



Click Yes on the ROSS Confirm Message screen as in Figure 9.

Figure 9



As in Figure 10 – click the Manage Removed Resources button on the Resource Item screen, click the search button on the Manage Removed Resources screen, highlight the resource you want to delete (in this case it is the Christensen Dozer), and click the delete button. The delete button will only be available if the Referenced column says No. No in that column means the resource is **not** attached to any non-archived incidents and can be deleted. If the Referenced column says YES, the delete button will

not be available. After each annual archive, when you are doing ROSS data maintenance, you can look again. If the referenced incidents are archived, the delete button will be available.

Figure 10

