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.

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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

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

3. Select UC – Admin Resources. Figure 3

Figure 1 ROSS Menu Bar

Figure 2 ROSS Reports window

Figure 3 User Community Reports, UC - Administration
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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*
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.
   a. (Alternative method for Query Studio users)
      i. Highlight Run Report on the left hand column.

Figure 6 Report Export Options
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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 cloumn 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

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.*
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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
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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.

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.
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
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
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**

![Figure 15 Resource Item window and Manage Removed Resources window](image)

**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.
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Additional Cleanup Information

Duplicate Resources visible in ROSS but not the VIPR Duplicate Cleanup Report

Users may see duplicate resources on the Resource Status window but may not see them both on the VIPR Cleanup report. This is a result of originally entering a ROSS resource item with an owner of something other than the vendor. The VIPR Cleanup report only shows resources that have a vendor in the Owner column. In Figure 16, the highlighted line shows a T3 Pickup with the owner of Sierra Front Interagency Dispatch. The line just above shows the same T3 Pickup with the owner of Eagle Specialties, LLC which is the resource highlighted in the VIPR Cleanup report in Figure 17. The resources can still be merged or deleted the ROSS resource item.

Figure 16 Resource Status window

Figure 17 VIPR Cleanup Report window
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VIPR Resource Non-Inventory Service Items in ROSS
VIPR resources considered to be service items will not show on the Resource Status window in ROSS. They are considered non-inventory service items and cannot be statused as available or unavailable in ROSS by any user, including vendors using Webstatus.

The following Non-Inventory Service Items cannot be statused and will not show up on the ROSS Resource Status window:

- Tents
- Service - Porta-Potties
- Service - Handwashing station (portable)
- Service - Mobile Mechanic – (including chainsaw, T1, T2)
- Service - Temporary Tower

Cleaning up Non-Inventory Service Items
2. At the Acquisition Management - VIPR Dispatch Priority Lists (DPL) window complete fields 1-3.
3. Click on Select.
4. Search for the type of Non-Inventory Service Item (see list above).
5. If the publishing date is March 1, 2016 or later, the DPL has been consumed by ROSS.
6. To delete a duplicate, refer to the section Deleting a Resource on page 9 of this document.
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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 from reports

5. Why are VIPR contracts not on the Contract window in ROSS anymore?
   5.1. If the VIPR contract number was pulled from VIPR into ROSS is the same VIPR contract number that was previously hand entered into the Contract window in ROSS, the hand entered contract will be taken over by the VIPR pull. The contract will no longer be visible on the Contract window in ROSS. However, the contract is still searchable on the Search for Resources window.

6. How do I know my DPL is in my Dispatch Center ROSS?
   6.1.1. Look for the DPL. If the published date is March 1, 2016 or later, the resources on that DPL will be available on either the Fill with VIPR option (for non-statusable service items) or the VIPR tab (for statusable items) on the Pending Request window.