IROC IMPORT

Version 2.3.0

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IROC Import Overview

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

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

- The servicing dispatch center orders resources in IROC for an emerging incident; those resources can subsequently be used to create that incident in e-ISuite using the IROC 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 IROC an IROC Import can be done for that incident, matching the e-ISuite incident data with the IROC Import data to make a complete resource record.

NOTE: After an Incident has been imported from IROC, 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 an IROC 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.

Resources will only display on the e-ISuite column "matching" screens, because data was manually entered for the resource prior to it being imported using the IROC Import function.

Match Resources contains the following menu items (IROC Import data is in left column, e-ISuite data is in the right column):
- **New Resources** - New resources in the IROC file that have not been matched to resources in the e-ISuite system display in the grid on the left. Potential matches to the new resources display in the grid on the right. Either manually match the resources to existing e-ISuite data or import the new resources without matching them to existing e-ISuite data.

- **Request Number and Name** (exact matches) - The resource could be unmatched manually on the potential match screen.

- **Request Number** - 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 to an incident prior to obtaining a Request #. Once resources have been given a Request # through IROC and the IROC file is imported to the incident, the system will display the Resource Name and Item Code in both columns. However, the IROC column will contain a Request # for the resource which can be used to match.

- **User Matched Resources** - Displays a list of resources that were manually matched. If needed, these can be unmatched on this tab.

Excluded Resources:

Once a resource is excluded, the only way to see that resource again is by using the "Import Excluded Resources" option. Even if that resource is actually in subsequent IROC 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 IROC Imports.

- [Import IROC Incident Data](#)

- [Import Excluded Resources](#)

Import IROC Incident Data

This section explains how to import an IROC data file:

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

NOTE: The user account must have the Data Steward role and must download an IROC file from the IROC website using the current process prior to completing the next steps.
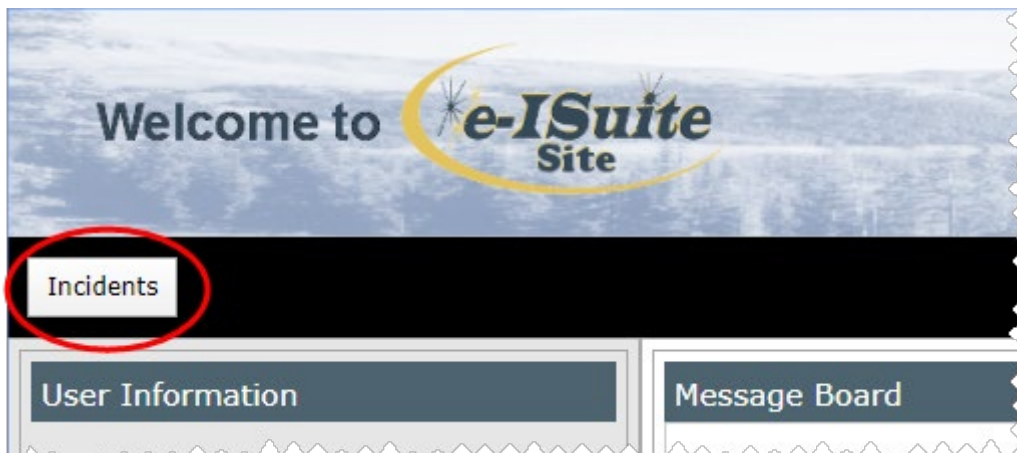
2. Click the **IROC Import** button to open the IROC Import page.
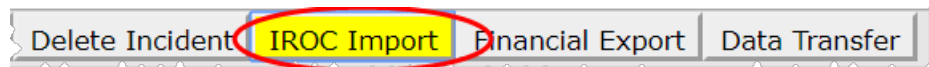
3. Select the **Import IROC Files** tab.

4. Click the Browse button next to the **IROC File Path/Name** field.
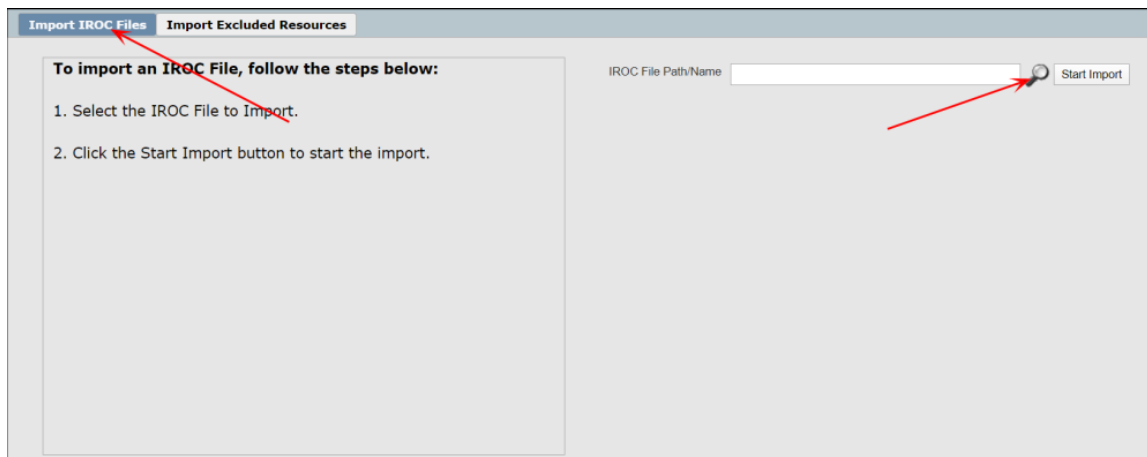
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5. In the file browser window that opens, navigate to the directory where the IROC Import file is located.

6. Select the IROC Import file and click the **Open** button.
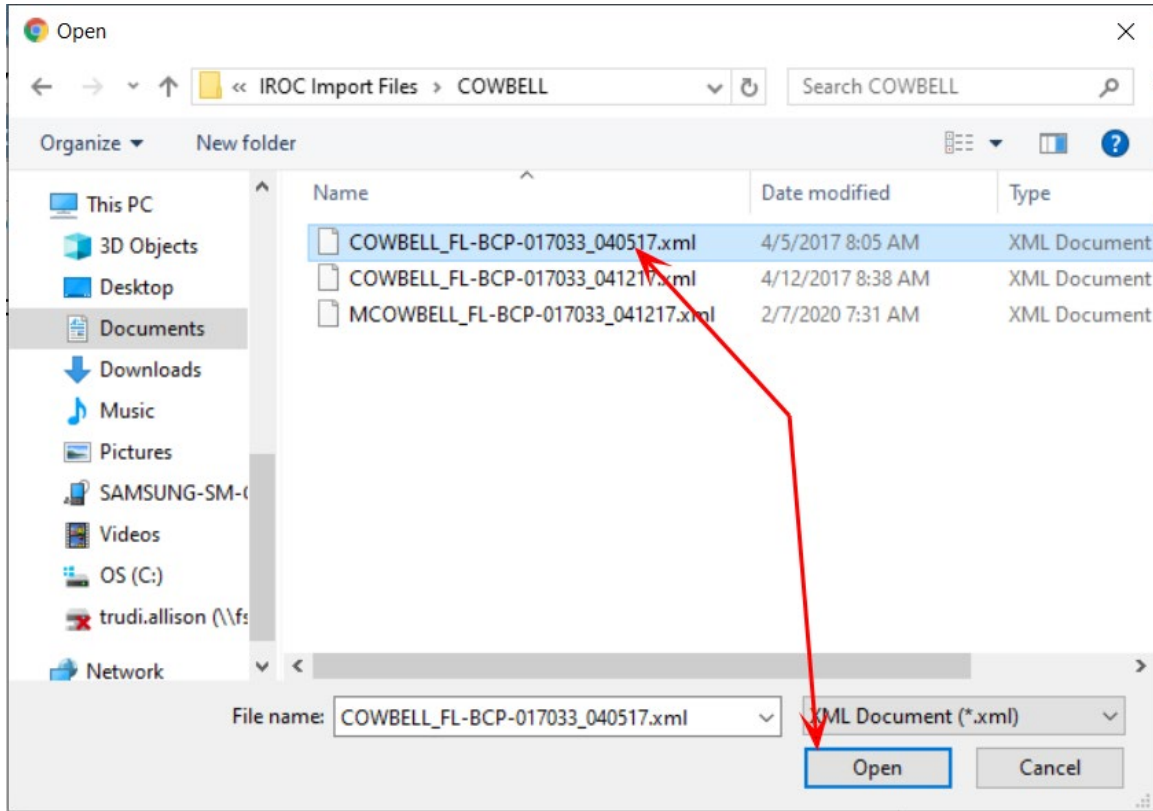
7. Click the **Start Import** button to begin the IROC file import process.

![e-ISuite logo] **IROC Import**

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

9. 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.

10. Click the **Resources** tab.

![e-ISuite logo] **IROC Import**

11. Highlight Resources in IROC File (left grid) to be moved to Exclude From Import (right grid).

12. 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.

13. Click **Incident Jurisdiction**.

14. Choose a Jurisdiction from the drop down list.

15. 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.

16. 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.

NOTE: The conflict fields that display on the Data conflicts tab are based on the type of conflict that is selected.

17. If the conflict cannot be resolved, click the **Exclude Resource** button to exclude that resource from the import process.

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18. Click **Review and Complete**.

19. Check Import Process Status screen for any uncompleted items.

20. Click **Complete Import** to complete the IROC import.

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Match Resources

If the system detects that there are resources in an existing incident that match resources in the IROC Import file, a Match Resources tab will display that allows the user to identify which resources are the same.

New Resources

1. Select the **New Resources** tab to view new resources that have not been matched.

2. Select resources that are a correct match in the IROC grid and the e-ISuite grid, then click the **Match** button to manually match those resources.

Match by Request Number and Name

1. Select the **Request Number and Name** tab to view matches that were made based on the resource's Request Number and Name.

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.

Match by Request Number

1. Select the **Request Number** tab to view matches by Request Number only.

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.

Match by Resource Name and Item Name

1. Select the **Resource Name and Item Name** tab to view matches that were made based on the resource's Name and Item Name.

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.

![e-ISuite logo] **IROC Import**

User Matches

1. Select the **User Matches** tab to view any matches that were made by the user.

2. Select any incorrectly matched resources from the grid and click the **No Match** button to unmatch those resources.

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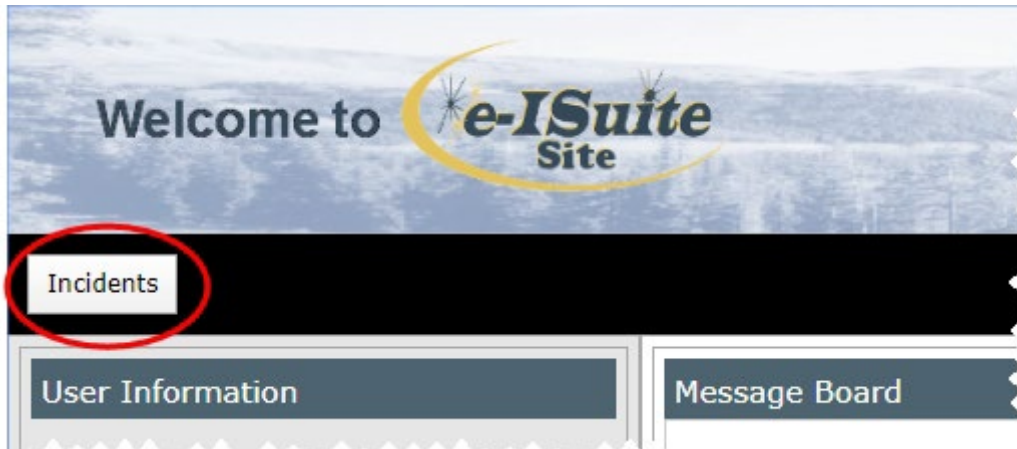
2. Click the **IROC Import button** to open the IROC Import page.

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

4. Select an Incident listed in the Incidents grid on the left side of the page. The Resources that were excluded for that Incident will show in the Excluded Resources grid on the right side of the page.

5. Select one or more excluded Resources to import.

6. Click the **Import Resource** button to begin the import process.

7. The IROC Import window will open. See Import IROC Incident Data for detailed instructions on the import process.

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