Importing IROC Data Files

Getting Help

- Access the e-ISuite website at: https://www.wildfire.gov/application/eisuite
- Contact the Helpdesk at: **(866) 224-7677**

Downloading IROC Data File

To Download an IROC Data File

1. Log into **IROC** via the **FAMAuth Portal**: https://famauth.wildfire.gov
2. You must have approved access to the **e-ISuite Portal**.
3. Under All Applications scroll down to **EISuite/EISuite Portal**.

EISuite

EISuite Portal ↗   ★

Tip: Click the Star next to EISuite Portal to add to favorites.

4. Type in the **Incident Name** or **Number**. Select the incident and then click the **Download** button.

Download EISuite Import File
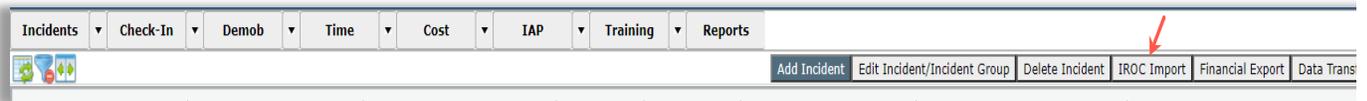
Buzzard
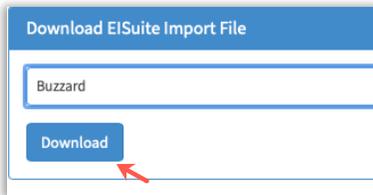
Download

5. It will download to the location specified in your browser settings, i.e. **Downloads** folder.
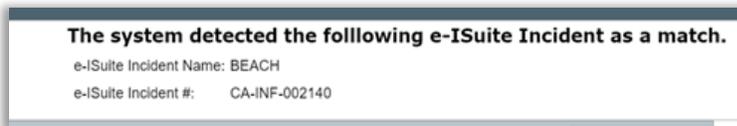
Importing IROC Data

To Import an IROC Data File into e-ISuite

1. Open the e-ISuite application and select the **Incidents** button. *Note: User must log in using an account with the Data Steward role*.
2. Click the IROC Import button.

Incidents	Check-In	Demob	Time	Cost	IAP	Training	Reports					
								Add Incident	Edit Incident/Incident Group	Delete Incident	IROC Import	Financial Export	Data Trans

3. Click the magnifying glass to browse for file saved in the IROC download process. Select the file, click **Open** and then click **Start Import**.
4. If the system detected a match between an IROC incident and an e-ISuite incident, the system will display a message indicating the match:

The system detected the folllowing e-ISuite Incident as a match.

e-ISuite Incident Name: BEACH
e-ISuite Incident #:   CA-INF-002140

5. If the system did not detect an incident match, it will be imported as a new incident and the following message will display:

> **The system did not detect an e-ISuite Incident match.**
>
> The IROC Incident will be imported as a new Incident.

6. If the system matches an IROC incident with an existing e-ISuite incident, follow the instructions in the next section on '**Matching Resources**'.

7. To exclude resources from the import process, select one or more resources to exclude from the grid on the **Resources** tab. Click the > button to move those resources to the **Exclude from Import** grid. If you need to import the resources at a later date, this can be done using the **Import Excluded Resources** function (see next page).

8. To define an **Incident Jurisdiction** for the incident, select the **Incident Jurisdiction** tab, then select it from the **Jurisdiction** drop-down list.

9. If there are any conflicts detected in the IROC Import file, a **Data Conflicts** tab displays. Select this option and resolve any conflicts by clicking on a conflict and following the instructions on the screen.

10. Click the **Review and Complete** tab to review the import information. Click the **Complete Import** button to complete the IROC Import process.

11. Click the **Incidents** button. On the **Incidents** screen, click on the **Refresh Grid** icon to display the newly imported incident.

### To match IROC Resources to e-ISuite Resources

1. If the system matches an e-ISuite Incident to the IROC Import Incident, it may also detect matches in the Resource Data. The system will attempt to match the IROC Resources to the e-ISuite Resources. If the system finds any matches, a **Match Resources** tab will display.

> *Note: If the system does not detect any matches, the Match Resources tab will not display.*

2. The first match is by **Request Number and Name**. A list of matches will display on the **Request Number and Name** tab. Review the matches. If a match is not correct, select the match and click the **No Match** button.

3. Select the **Request Number** tab to view a list of matches by **Request Number**. If the match is not correct, select the match and click the **No Match** button.

4. Select the **Resource Name and Item Name** tab to view a list of matches by **Resource Name and Item Name**. If the match is not correct, select the match and click the **No Match** button.

5. Select the **User Matches** tab to review a list of matches that were made by a user. If the match is not correct, select the match and click the **No Match** button.
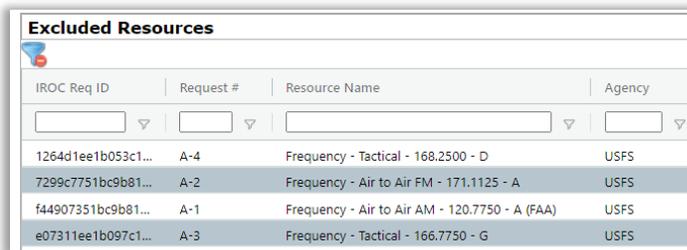
Import Excluded Resources

To Import Excluded Resources

1. Click the **Incidents** button on the **Home** page.

2. Click the **IROC Import** button.

3. Click the **Import Excluded Resources** tab and select an **Incident** listed in the incidents grid.
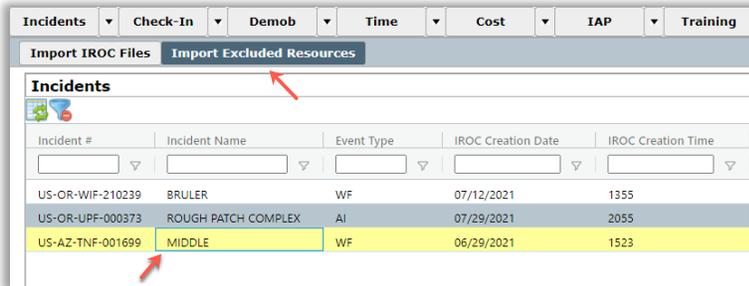
4. The resources that were excluded for that incident will show in the **Excluded Resources** grid.

5. Select one or more **Excluded Resources** to import in the grid.

6. Click the **Import Resources** button to begin in the process. The **IROC Import** screen will display.

7. Verify the correct resources display on the **New Resources** tab.

8. Click on **Review and Complete**. Review the import information and click the **Complete Import** button to complete the process.