

# Download ROSS e-iSuite Import File

Step 1: Open Internet Explorer and go to the e-ISuite Home Page and click on ROSS Import link

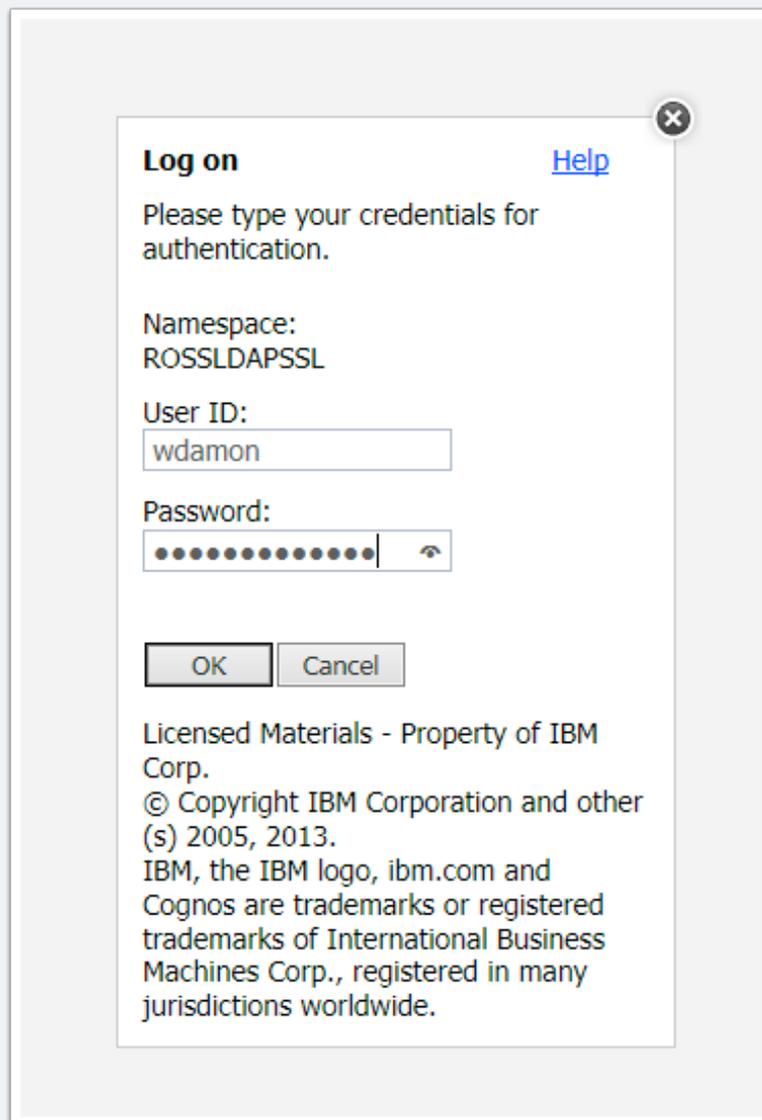
**\*\* e-ISuite Train-the-Trainer sessions are open for nominations. More information can be found on the Training link to the left. \*\***

**e-ISuite Timelines:**

1. Field Testing has been conducted on multiple incidents
  - o e-ISuite was used alongside I-Suite, and performed well
  - o Some issues were identified and either fixed or will be fixed
  - o Field personnel had opportunities to see and use e-ISuite
  - o e-ISuite was viewed positively by IMT members
2. Train-the-Trainer Sessions October – November 2014
  - o Information and details to be provided soon
3. A Beta version of e-ISuite will be available for use in October 2014; full Production version will be deployed in April 2015
4. Decommission I-Suite December 2015

For additional information, please contact Gina Bald, Project Manager at [gbald@fs.fed.us](mailto:gbald@fs.fed.us) or Sarah Fisher, Business Lead, at [srfisher@fs.fed.us](mailto:srfisher@fs.fed.us).

## Step 2: Enter ROSS Login Credentials



The image shows a 'Log on' dialog box with a close button (X) in the top right corner. The title is 'Log on' and there is a 'Help' link. The text inside says 'Please type your credentials for authentication.' Below this, the 'Namespace' is set to 'ROSSLDAPSSL'. The 'User ID' field contains 'wdamon'. The 'Password' field is masked with dots and has a visibility icon. At the bottom, there are 'OK' and 'Cancel' buttons. A copyright notice for IBM is at the very bottom of the dialog.

**Log on** [Help](#)

Please type your credentials for authentication.

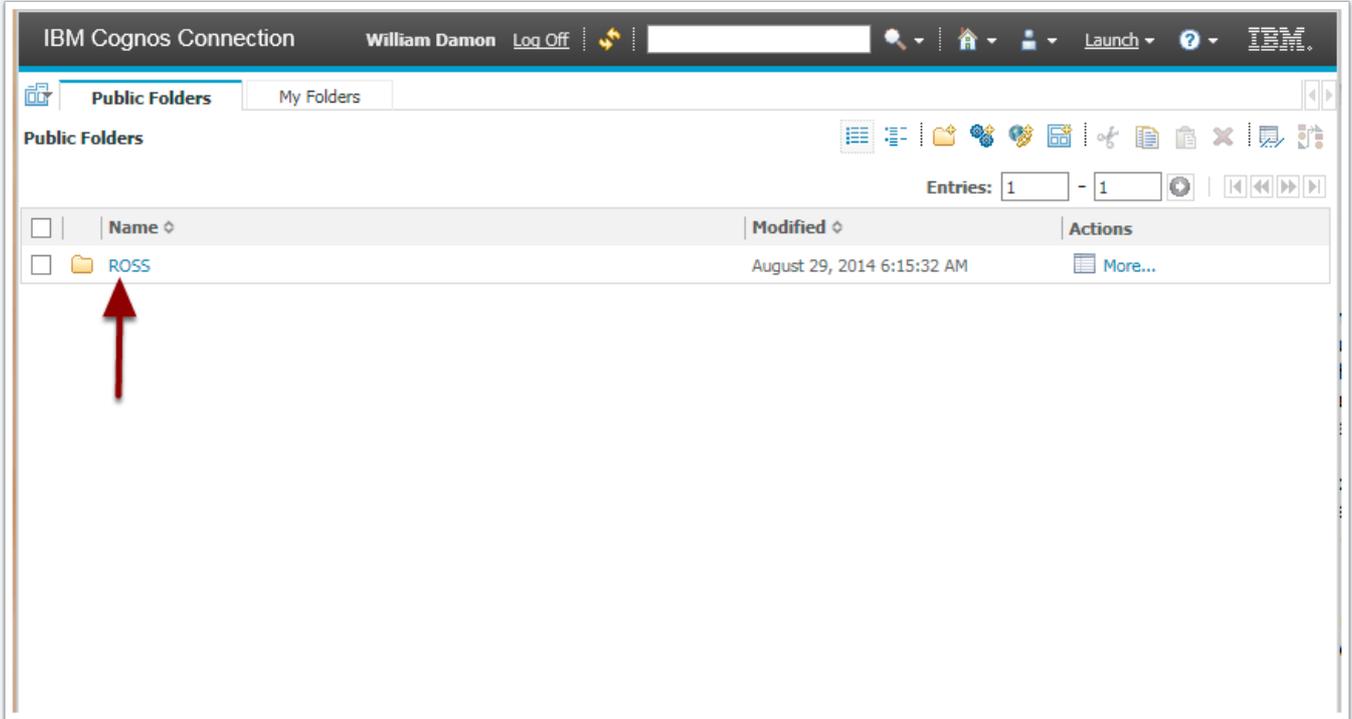
Namespace:  
ROSSLDAPSSL

User ID:

Password:

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## Step 3: Click on ROSS Folder Link

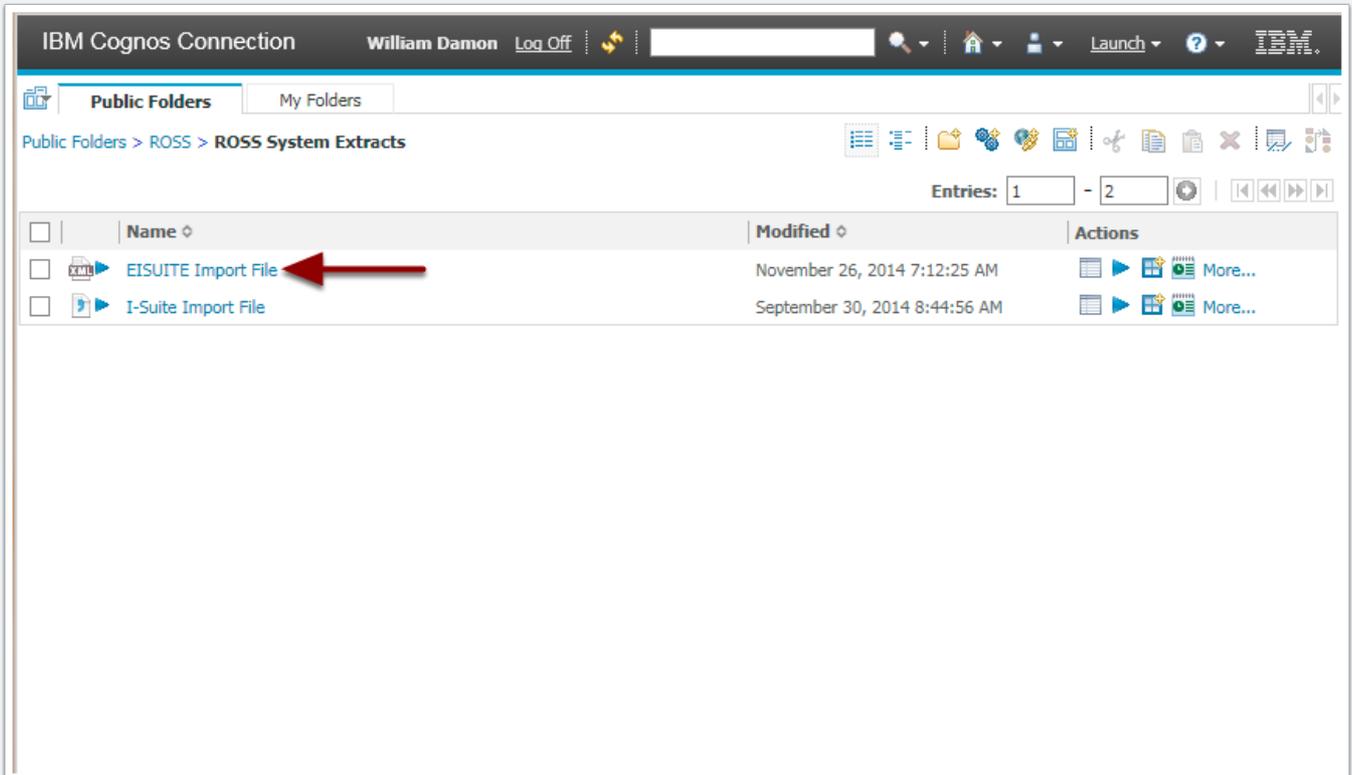


## Step 4: Click on ROSS System Extracts Link

The screenshot shows the IBM Cognos Connection web interface. At the top, the user is logged in as William Damon. The breadcrumb navigation shows 'Public Folders > ROSS'. Below the navigation, there is a table listing folders. A red arrow points to the 'ROSS System Extracts' folder.

<input type="checkbox"/>	Name	Modified	Actions
<input type="checkbox"/>	IQS Go Live Reports	June 9, 2011 2:41:49 PM	More...
<input type="checkbox"/>	Links	August 29, 2014 6:15:31 AM	More...
<input type="checkbox"/>	Packages	August 29, 2014 6:25:03 AM	More...
<input type="checkbox"/>	Portal Pages	August 29, 2014 6:15:31 AM	More...
<input type="checkbox"/>	ROSS System Extracts	March 19, 2014 6:46:32 PM	More...
<input type="checkbox"/>	User Community Reports	August 29, 2014 6:15:32 AM	More...
<input type="checkbox"/>	User Community Reports Historical Base Folders	October 2, 2014 10:57:02 AM	More...

## Step 5: Click on EISUITE Import File Link

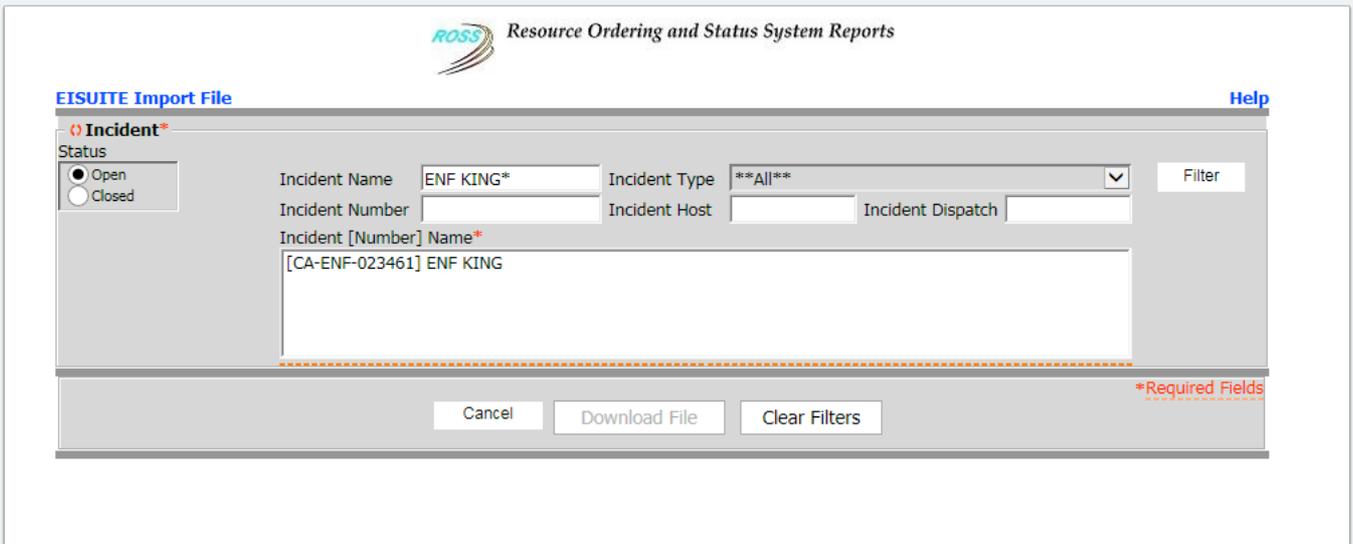


The screenshot displays the IBM Cognos Connection web interface. At the top, the user is logged in as William Damon. The breadcrumb navigation shows the path: Public Folders > ROSS > ROSS System Extracts. Below the navigation, there is a toolbar with various icons and a table of files. The table has three columns: Name, Modified, and Actions. The first row, 'EISUITE Import File', is highlighted with a red arrow pointing to its name. The second row is 'I-Suite Import File'. The 'Actions' column for each row contains icons for opening, adding, and deleting files, along with a 'More...' link.

<input type="checkbox"/>	Name	Modified	Actions
<input type="checkbox"/>	 EISUITE Import File	November 26, 2014 7:12:25 AM	   More...
<input type="checkbox"/>	 I-Suite Import File	September 30, 2014 8:44:56 AM	   More...

## Step 6: Enter Search Criteria for your Incident

You may search by Incident Name or Incident Number. An Asterisk (\*) can be used as a wild card in your search.



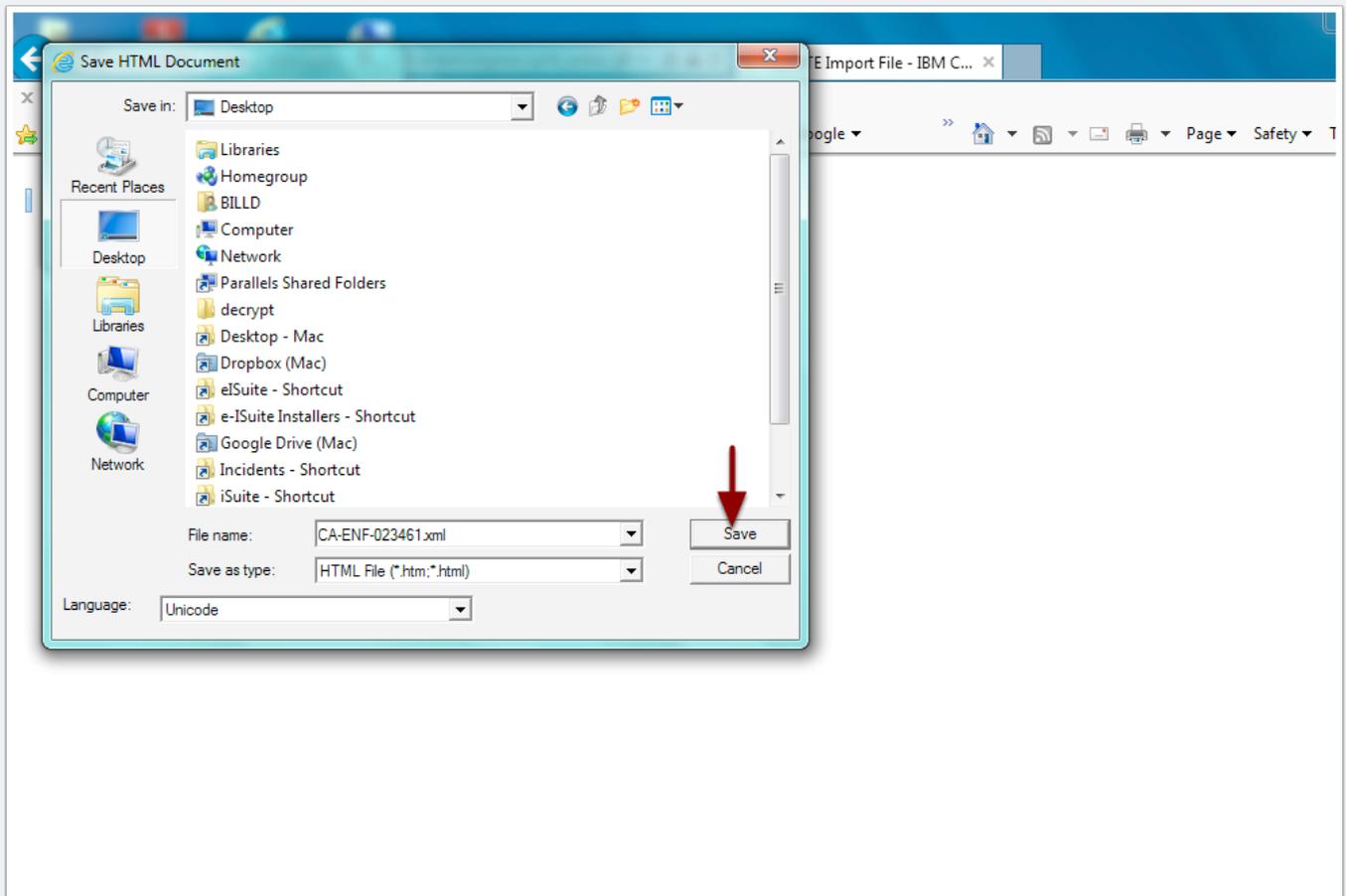
The screenshot shows the 'EISUITE Import File' search interface. At the top, the 'ROSS' logo and 'Resource Ordering and Status System Reports' are visible. The interface includes a 'Status' section with radio buttons for 'Open' (selected) and 'Closed'. Search criteria are entered in several fields: 'Incident Name' is 'ENF KING\*', 'Incident Type' is a dropdown menu set to '\*\*All\*\*', 'Incident Number' is empty, 'Incident Host' is empty, and 'Incident Dispatch' is empty. A 'Filter' button is located to the right of the dropdown. Below these fields is a text area labeled 'Incident [Number] Name\*' containing the result '[CA-ENF-023461] ENF KING'. At the bottom, there are three buttons: 'Cancel', 'Download File', and 'Clear Filters'. A red asterisk label '\*Required Fields' is positioned at the bottom right of the form area.

## Step 7: Click once on your Incident to Select it and then Click on Download File

The screenshot displays the 'EISUITE Import File' window from the 'Resource Ordering and Status System Reports' application. The window title is 'EISUITE Import File' and it includes a 'Help' link in the top right corner. The main area is titled 'Incident\*' and contains a 'Status' section with radio buttons for 'Open' (selected) and 'Closed'. Below this are search filters: 'Incident Name' (ENF KING\*), 'Incident Type' (dropdown menu set to '\*\*All\*\*'), 'Incident Number', 'Incident Host', and 'Incident Dispatch'. A 'Filter' button is located to the right of these filters. The 'Incident [Number] Name\*' table below shows a single entry: '[CA-ENF-023461] ENF KING', which is highlighted in blue. A red arrow labeled '1' points to this entry. At the bottom of the window, there are three buttons: 'Cancel', 'Download File', and 'Clear Filters'. A red arrow labeled '2' points to the 'Download File' button. A red asterisk and the text '\*Required Fields' are visible in the bottom right corner of the incident list area.

## Step 8: Navigate to the location where you want to save the file and click Save

You may, if you wish, rename the file before saving it.



## Step 9: Your file has been saved and you are returned to the ROSS System Extracts Folder

