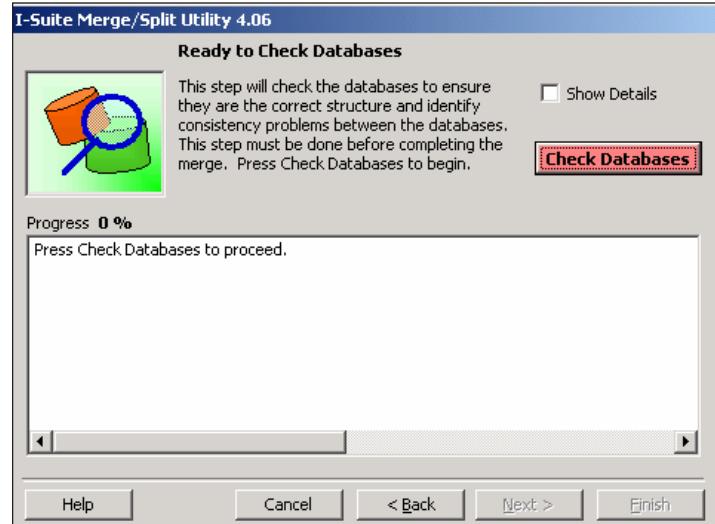
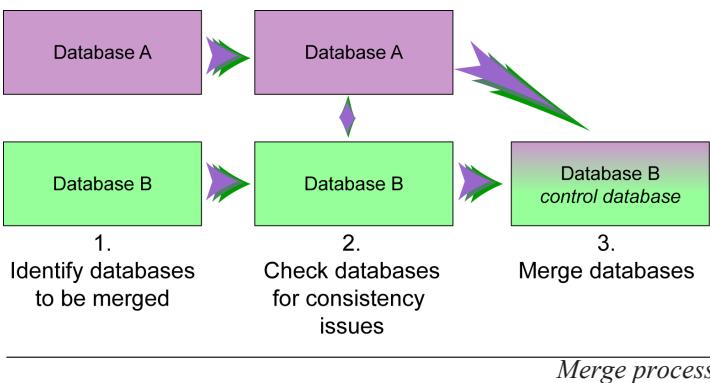


Merging a database

IMS

Merging databases



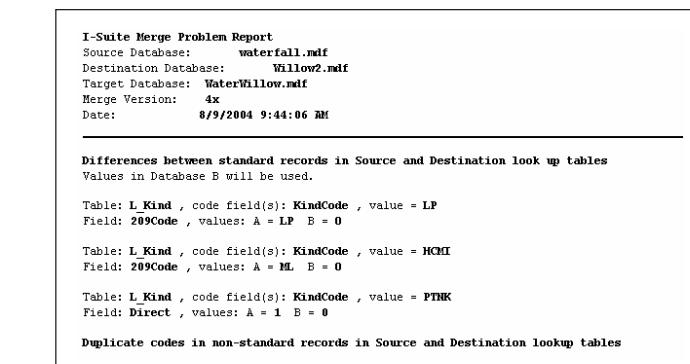
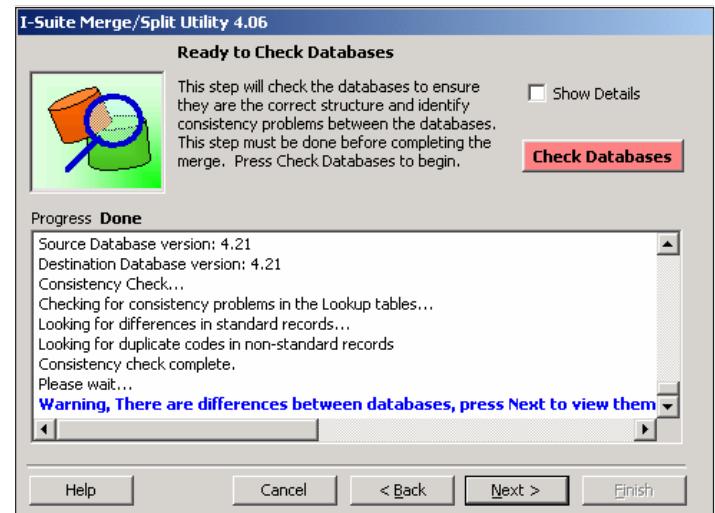
To merge two incident databases

1. On your desktop, double-click the **AdminTool** icon.
2. On the **Action** menu, click **Attach Database**, and then attach all databases you plan to merge.
3. On your desktop, double-click the **IMS** icon.
4. On the **I-Suite Merge/Split Utility** dialog box, click **Merge two I-Suite databases into a single database**, and then click the **Next** button.
5. Complete the **Server** and **Password** boxes, and then click the **Next** button.
6. Complete the following
 - click the **Browse** buttons, and then click to select the **Source Database** and **Destination Database**.
 - to create a new database, type a name in the **Resulting Database** box. Otherwise, click the **Browse** button to select an existing database that you want to replace
 - click the **Next** button.

The database is saved in the c:\isuite\database folder.

8. Complete one of the following based on the merge results
 - a. If the message **Warning, There are differences between databases, press Next to view them** displays, click the **Next** button, which allows you to review, print, and analyze the differences.

Generally you do not need to perform any manual editing as differences are handled through the merge process.



7. On the **Ready to Check Databases** dialog box, click the **Check Databases** button.

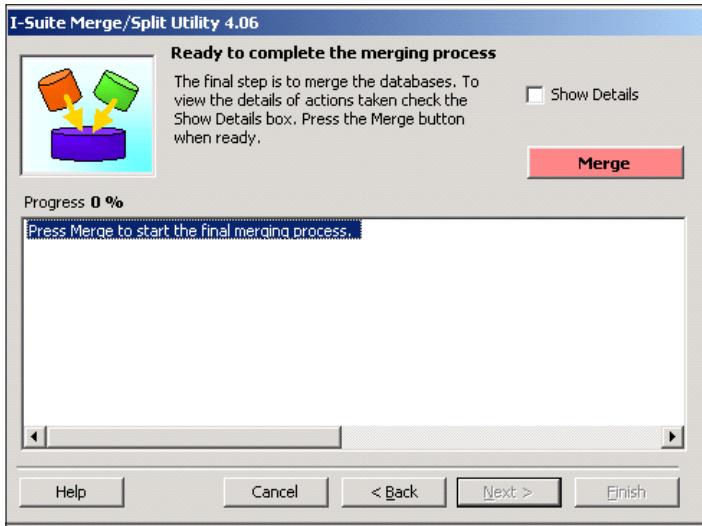
Merging a database

IMS

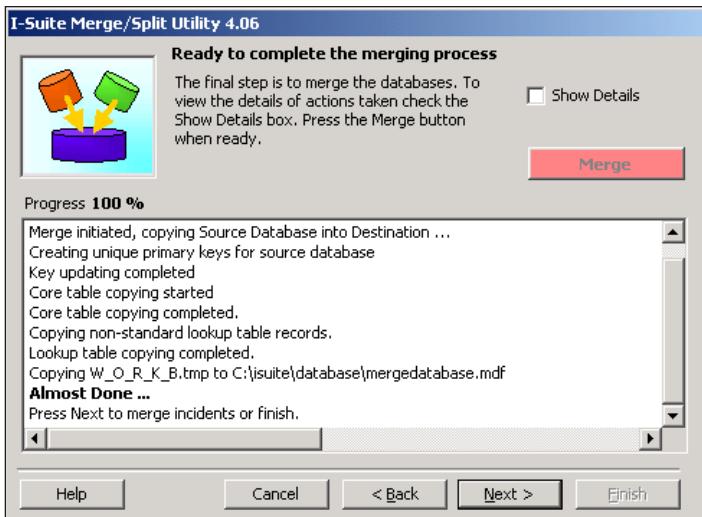
Merging databases, continued

When merging a prior year to a current year database, it is common to see differences due to changes made to the standard database. To maintain the integrity of your data, be sure to print off the list of differences to analyze later.

- b. If the message **Done, no differences found** Press **Next to complete the merge** displays, click the **Next** button.
9. On the **Ready to Complete the merging process** dialog box, click the **Merge** button.



10. Once the merge is complete, click the **Next** button.

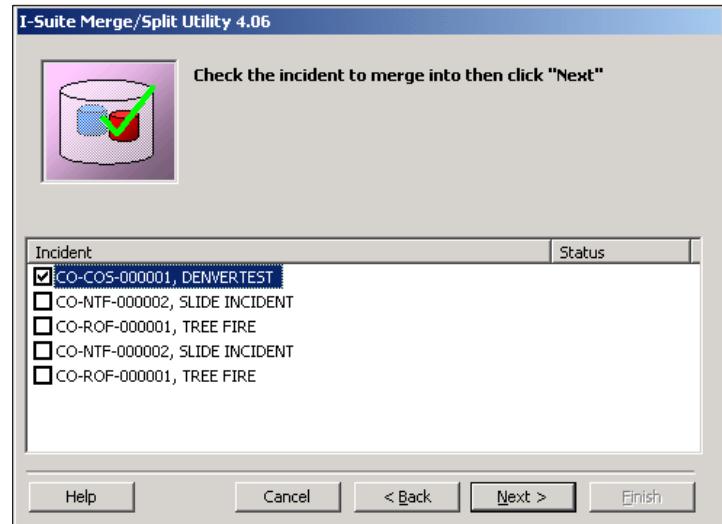


11. On the **IMS: Merge Incidents?** dialog box, complete one of the following

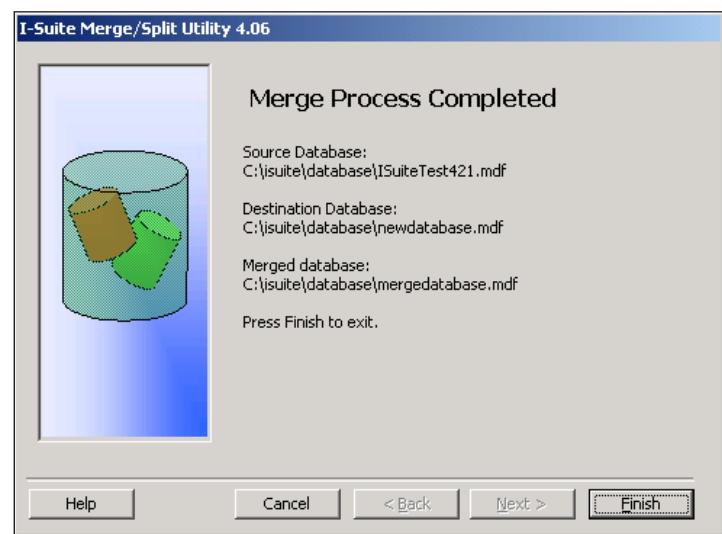
- a. To retain the incidents from the two merged databases, click **No**.
- b.1. To combine the incidents from the two merged databases into one incident, click **Yes**.



12. On the **Check the incident to merge into then click "Next,"** click to select the **Incident** of your choice, and then click the **Next** button.



12. On the **Merge Process Completed** dialog box, click the **Finish** button.



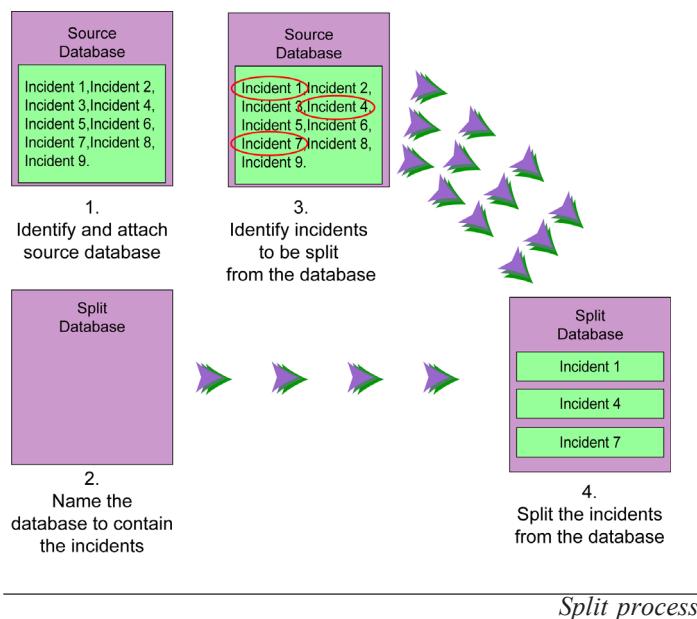
Getting help

- Access the I-Suite website at: <http://isuite.nwrg.gov>
- Contact the I-Suite Helpdesk at: **(866) 224-7677**

Splitting a database

IMS

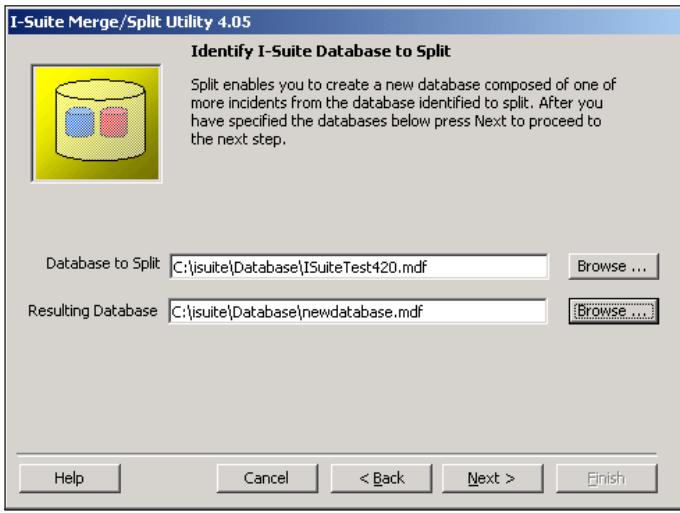
Splitting a database



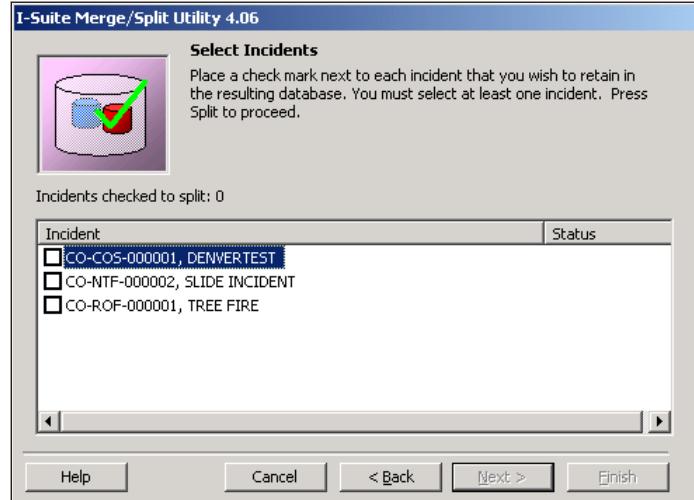
To merge two incident databases

You must first attach the database before you can split incidents from it.

- Double-click the Admin Tool icon. 
- On the Action menu, click Attach Database, and then attach the database you plan to split.
- Double-click the IMS icon. 
- On the I-Suite Merge/Split Utility dialog box, click Split one or more Incidents from an I-suite database, and then click the Next button.
- Complete the Server and Password boxes, and then click the Next button.
- Click the Browse button and then complete the Database to Split box.
- Click the Browse button, create a Resulting Database, and then click the Next button.

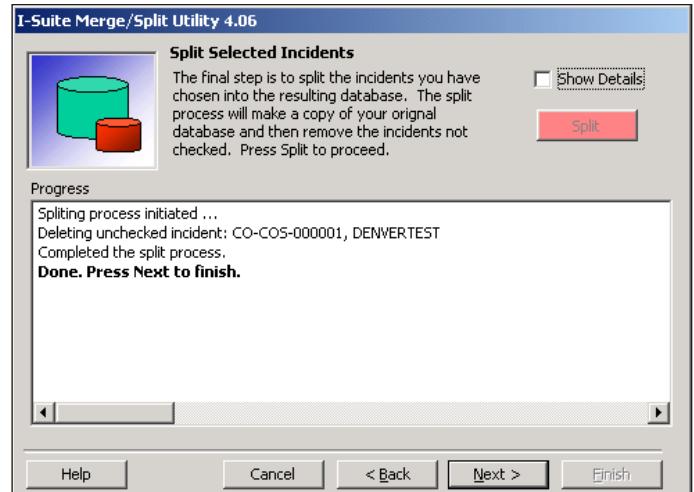


- Click to select the **Incident(s)** you want included in the resulting database, and then click the Next button.



- On the Split Selected Incidents dialog box, click the Split button.

- Once the process completes, click the Next button.



- On the Split Process Complete dialog box, click the Finish button.

