

IQSweb Training



Incident Qualification System

Administrative Information

- Restrooms, etc.
- Meals
- Breaks
- Cell Phones
- Personal Computers
- Computer Lab – Pop, Water, etc.

Agenda – Day One

Welcome and Introductions

Look and Feel

Getting Started

Users and Organizational Level Access

Reference Data

My Persons

Person Org

Qualifications and Certifications

Post

- Fitness

- Incidents/Experience

- Refresher Training

- Certifications

Adjourn

Agenda – Day Two

ROSS Management

Training Planning and Management

Schedule Training

Student Selections and Reports

Post Course Results

Instructors and Coordinators

Reports

System Tools

ROSS Export

Adjourn

Introductions

- Instructor
- Students
- Expectations of Training

Course Objectives

- Effectively use IQSweb to Manage Training
- Help Train others at your home agency
- Software Training
- Basic Understanding of NWCG
 - 310-1 (Wildland Fire Qualification System Guide)
 - 901-1 (Field Manager's Course Guide)
- User's Guide (Online)

The “Look and Feel”

- Web Based
- About
- Back Button
- Online Help
 - Contents
 - Index
 - Search
 - Printing Help



About IQSweb

Program Version: V5.0.0

Database Version: V5.0.0

ROSS Connection: **ROSS cannot be reached. Please check to make sure that the network is configured to allow access to ROSS.**

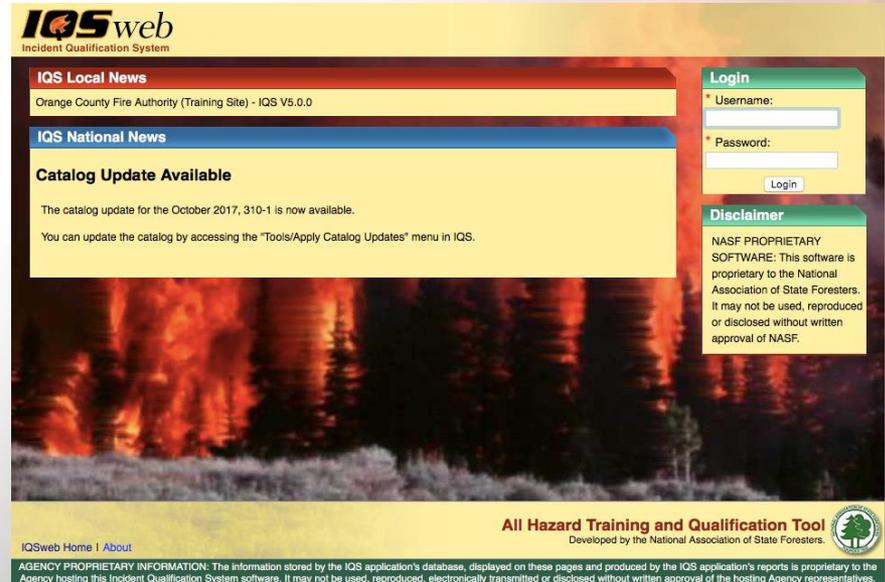
Total Persons: 1240

Total ROSS Persons: 1058

SQL Server Version: 11.0.5058.0 Enterprise Edition (64-bit)

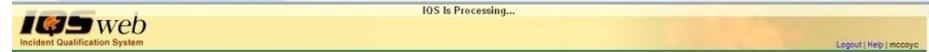
Database Size: 13.25 MB

[File Download Test](#) - Click this link to ensure that your browser popup and security settings allow you to download a file from IQSweb. The file download dialog box will appear and allow you to download a test file to your local computer. You may need to make adjustments to your browser settings if you cannot download a file. For more information click the Help link and go to the Pop-Up Blocker/Security Settings page.



Navigating IQSweb

- "IQS is Processing..."
- Grid Navigation
- Grid Record Selector
- Drop Down Lists
- Field Colors and Symbols
- IQS Filter



Person: Firefighter, John D. (Junior) Fitness: A Expires: 4/1/2010 OrgPath: MNMNS,DNR,FOR,CENTRAL, Quals Updated: 4/7/2009

Qualifications Training Experience Target Positions Task Books

*Job Code - Hazard - Title ->	*Created	Pr'y	Comments
ENGB - WF - Engine Boss (Single Resource)	1/1/2008	1	
ICT4 - WF - Incident Commander Type 4	1/1/2009	2	

Prerequisites

Fitness Arduous

Training	Type	Planned	Completed	Experience
I-200 - (IS-200) - Basic ICS	Sug	1/3/2006	1/3/2006	<input type="checkbox"/> (1) ENGB - WF - Trn - Engine Boss (Single Resour
L-280 - WF - Fellowship to the Leadership	Sug	10/13/2009		<input checked="" type="checkbox"/> (1) FFT1 - WF - Job - Firefighter Type 1
RT-130 - WF - Annual Fireline Safety Refres	Req	4/2/2009	4/2/2009	
S-230 - WF - Crew Boss (Single Resource)	Req	1/26/2009	1/28/2009	
S-231 - WF - Engine Boss (Single Resourc	Sug	1/29/2009	1/30/2009	
S-234 - WF - Ignition Operations	Sug	2/10/2010		
S-260 - WF - Interagency Incident Business	Sug	6/4/2007	6/5/2007	
S-270 - WF - Basic Air Operations	Sug	6/6/2007	6/6/2007	

Getting Started

IQSWEB TRAINING

Getting Started Outline

- Enable Pop-ups
- Create new users
- Add your organizations
- Assign organizational level access to users
- Enter any agency specific reference data
- Add persons to the database (Person Org)
- iqs.saic.com/iqstraining

Users

- **Administration/Maintain Users**
 - Create New
 - Edit Existing
 - Delete
 - Assign to a Role
 - Assigned to an organization
- Username and passwords are case sensitive
 - Username can be a maximum of 20 characters and allows no special characters except spaces and underscores.
 - The password must be 8 to 12 characters long and must contain at least a character from each of the following types: upper case letter, lower case letter, number and symbol (!, @, \$, &, _)

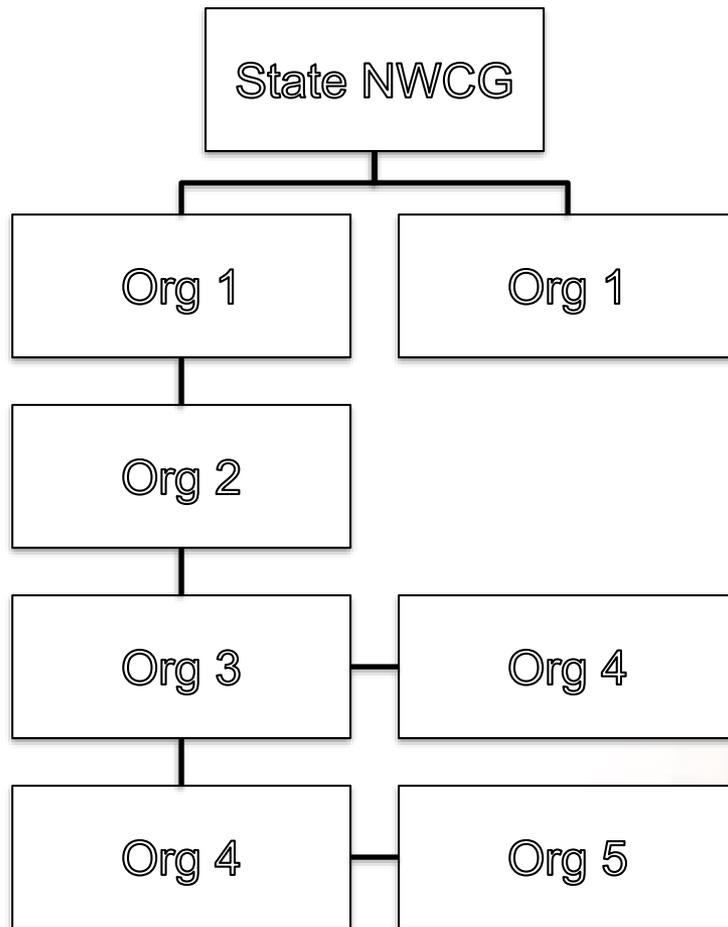
Organizations

- **IQS/Reference Data/Organizations**
 - This data includes the organizations identifier code, the organizations name, and the geographic area the unit falls within.
 - The establishment of these organizations is a critical factor in the successful implementation of IQS (Role of Manager).
- **State NWCG (www.nwcg.gov)**
 - State-NWCG code is the National Wildfire Coordinating Group 5-letter abbreviation for organizations.

Organization Considerations

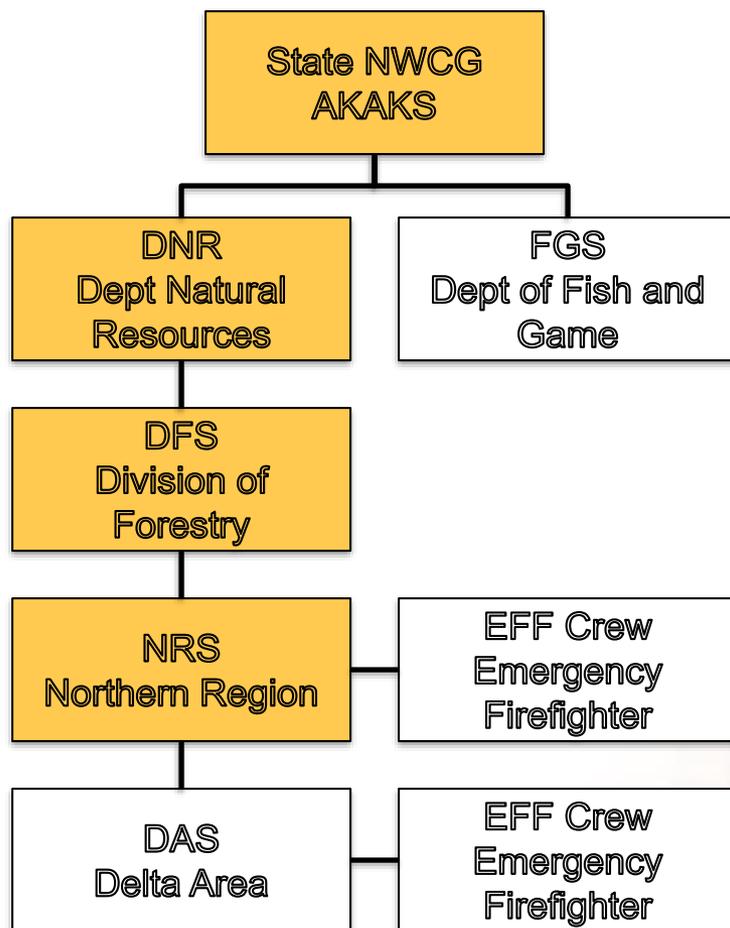
- Such as statewide, regional, or jurisdictional boundaries
- Location of facilities
- People within the IQS system can be grouped into organizations for the purpose of querying and reporting
- Data, reports, and access to the data

Understanding Organizational Structures



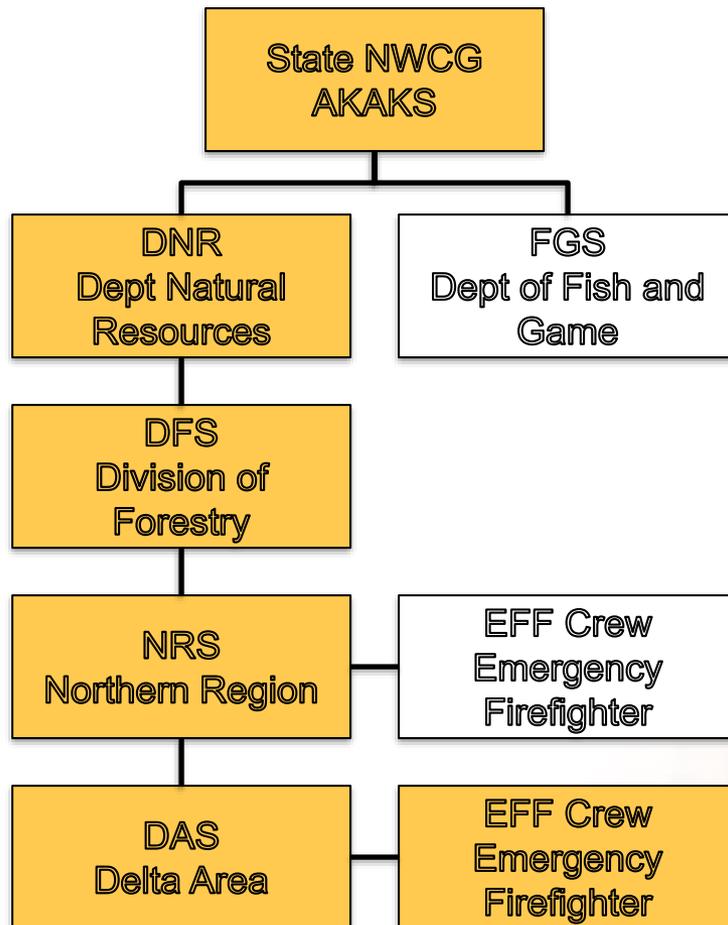
- First, people are associated with an “Organization”
 - Each person must be associated with each level's organization code
- Secondly, assign IQS users organizational Level Access (OLA)
 - Access to subsets of data within IQS

People Associated with “Organization”



- Alan works at:
 - AKAKS (ST NWCG)
 - DNR (Org 1)
 - DFS (Org 2)
 - NRS (Org 3)
 - PH (Org 4)
 - PH (Org 5)
- AKAKS;DNR;DFS;NRS;PH;PH

People Associated with “Organization”



- Eric works at:
 - AKAKS (ST NWCG)
 - DNR (Org 1)
 - DFS (Org 2)
 - NRS (Org 3)
 - DAS (Org 4)
 - EFF (Org 5)
- AKAKS;DNR;DFS;NRS;DAS;EFF

Organization Level Access (OLA)

IQSweb Users may:

- Assign who may –
 - Change or modify records
 - Certify and qualify individuals
 - View records
 - Issue “Incident Cards”
- Assigned to more than one Organization
- Restrict access to an Organization
- Assigned one role
- Wildcards/Placeholders
- Inheriting Rights
- Default OLA

Security Roles:

- **Manager**
 - Access to all IQSweb functions
- **Data Entry Manager**
 - All Modules except System Admin
 - Restricted access to Reference Data
- **Data Entry Support**
 - All Modules except System Admin
 - Restricted access to Reference Data
 - Limited Qualification Level Access
- **View Only**
 - Run all reports except Qualification card
- **Post, Training and Qualification Card**

User: Smith Role: IQS Manager

Not Necessary

Name	State-NWCG	Org Level 1	Org Level 2	Org Level 3	Org Level 4	Org Level 5
Hayden	WIWIS	DNR	NOR	UW	RHI	PH
Tim	WIWIS	DNR	NOR	UW	WOD	PH
Chris	WIWIS	DNR	NER	UG	OCF	PH
Eric	WIWIS	DNR	FOR	PH	PH	PH
Curtis	MTMTS	DNRC	SWS	MSO	MRD	PH
Brian	MTMTS	DNRC	SWS	MSO	PH	PH
Danny	MTMTS	DNRC	NWS	KAL	CRE	PH

User: Jones Role: Data Entry

OLA: WIWIS;DNR;NOR;WILD;WILD;WILD

Name	State-NWCG	Org Level 1	Org Level 2	Org Level 3	Org Level 4	Org Level 5
Hayden	WIWIS	DNR	NOR	UW	RHI	PH
Tim	WIWIS	DNR	NOR	UW	WOD	PH
Chris						
Eric						
Curtis						
Brian						
Danny						

User: Craig Role: View Only

OLA: WIWIS;DNR;WILD;WILD;WILD;WILD

Name	State-NWCG	Org Level 1	Org Level 2	Org Level 3	Org Level 4	Org Level 5
Hayden	WIWIS	DNR	NOR	UW	RHI	PH
Tim	WIWIS	DNR	NOR	UW	WOD	PH
Chris	WIWIS	DNR	NER	UG	OCF	PH
Eric	WIWIS	DNR	FOR	PH	PH	PH
Curtis						
Brian						
Danny						

User: Eric Role: Post

OLA: MTSWS;DNRC;WILD;WILD;WILD;WILD

Name	State-NWCG	Org Level 1	Org Level 2	Org Level 3	Org Level 4	Org Level 5
Hayden	Organization Level Access Online Help					
Tim						
Chris						
Eric						
Curtis	MTMTS	DNRC	SWS	MSO	MRD	PH
Brian	MTMTS	DNRC	SWS	MSO	PH	PH
Danny	MTMTS	DNRC	NWS	KAL	CRE	PH

Reference Data

IQSWEB TRAINING

Reference Data

- **IQS/Reference Data**
 - Issuers and Certifiers
 - Other data that is used for lookup and validation specific to your organization
 - Set expiration and warning periods
 - IQS user assigned the role of Manager
- Data Entry User
 - Station Address
 - Teams or Crews
 - Training Locations

My Persons

IQSWEB TRAINING

My Persons

- Filtering
- Search
- Warning and Alerts
- Links
- No Update to data
- Quick Tip
 - Another Page

IQS web
Incident Qualification System

My Persons | Certifications | Person/Org | Training | Post | Reports | Reference Data | ROSS | Tools | Administration

Logout | Help | Iamth

My Persons

Filters: FLFLS | DOF | (Wildcard) | (Wildcard) | (Wildcard) | (Wildcard) | ROSS Only

Search Name and OrgPath for: Go

Alerts/Warnings			Name	Team/Crew	OrgPath	ROSS	Email	Work	Cell	Go to Certifications
F	RT	Q								
			Colbert, Donald A		FLFLS:DOF:FPB-D-7;	<input type="checkbox"/>				Q I E TP IR
			Fetzer, David		FLFLS:DOF:DOF:WFC;	<input type="checkbox"/>				Q I E TP IR
			Huber, Steven W		FLFLS:DOF:DOF-D-10;VOL;	<input type="checkbox"/>				Q I E TP IR
			Jermigan, Andrew D		FLFLS:DOF:FPB:BFCC;	<input type="checkbox"/>				Q I E TP IR
			Kirvin, Peter P		FLFLS:DOF:DOF-D-15;	<input type="checkbox"/>				Q I E TP IR
			Lynch, Thomas Michael		FLFLS:DOF:DOF:WFC;	<input type="checkbox"/>				Q I E TP IR
		<input type="checkbox"/>	Motes, Scott A		FLFLS:DOF:DOF:WFC;	<input type="checkbox"/>				Q I E TP IR
		<input type="checkbox"/>	Wiatrowski, Edward B		FLFLS:DOF:DOF:WaFC:MAO;	<input type="checkbox"/>				Q I E TP IR
		<input type="checkbox"/>	Width, Average		FLFLS:DOF:DOF::;	<input type="checkbox"/>				Q I E TP IR
		<input type="checkbox"/>	Width, Extreme		FLFLS:DOF:DOF::;	<input type="checkbox"/>				Q I E TP IR
		<input type="checkbox"/>	Width, Narrow		FLFLS:DOF:DOF::;	<input type="checkbox"/>				Q I E TP IR
		<input type="checkbox"/>	Width, Wide		FLFLS:DOF:DOF::;	<input type="checkbox"/>				Q I E TP IR

IQSweb Home | Help | About

All Hazard Training and Qualification Tool
Developed by the National Association of State Foresters.

Person Org
IQSWEB TRAINING

Person Org

- Required data is displayed in fields with “green” background displayed in Edit or Add mode
- **Navigating Person Org**
 - Navigate one record at a time in alphabetical order, use the Next/Previous First/Last navigation buttons
 - Directly to a person, click the Person drop-down list
 - search feature of the drop-down , begin typing the persons last name.
 - The "Certifications" link

Qualifications and Certifications

IQSWEB TRAINING

Certification and Qualifications Objectives

- Document (Garbage in – Garbage Out)
 - Target Positions
 - Training
 - Taskbooks
 - Experience (Post Experience)
 - Qualifications

Entering Records from Historical Data

1. Add people (Person/Org)
2. Post Fitness (can be entered on Person/Org screen or Post Fitness screen)
3. Target Positions
4. Training Courses completed and planned
5. Task Books completed and initiated
6. Current Qualifications
7. Experience

Entering Records for a New Person

1. Add person (Person/Org)
2. Post Fitness (can be entered on Person/Org screen or Post Fitness screen)
3. Target Positions
4. Plan Training as identified in the Target Position
5. Initiate Task Books

Certifications

- Qualifications
- Training
- Experience

Posting

- Fitness
- Incidents/Experience
- Refresher Training
- Certifications

Post Fitness

- Group Updates
- Individual Updates
 - Person Org Screen
- If your Agency does not use the Pack test/fitness standards, Do Not Enter Data in This Section
- Expiration & Warning Periods to override fitness requirements

Post Incidents/Experience

- Incidents can be added, edited, or deleted
- Record incident personnel assignments
- Incidents entered here are used to record an individual experience record through Certifications option
- Post the experience for many individuals at one time to the incident
- Same Certifications Edits and Checks applied
- Import ROSS Experience

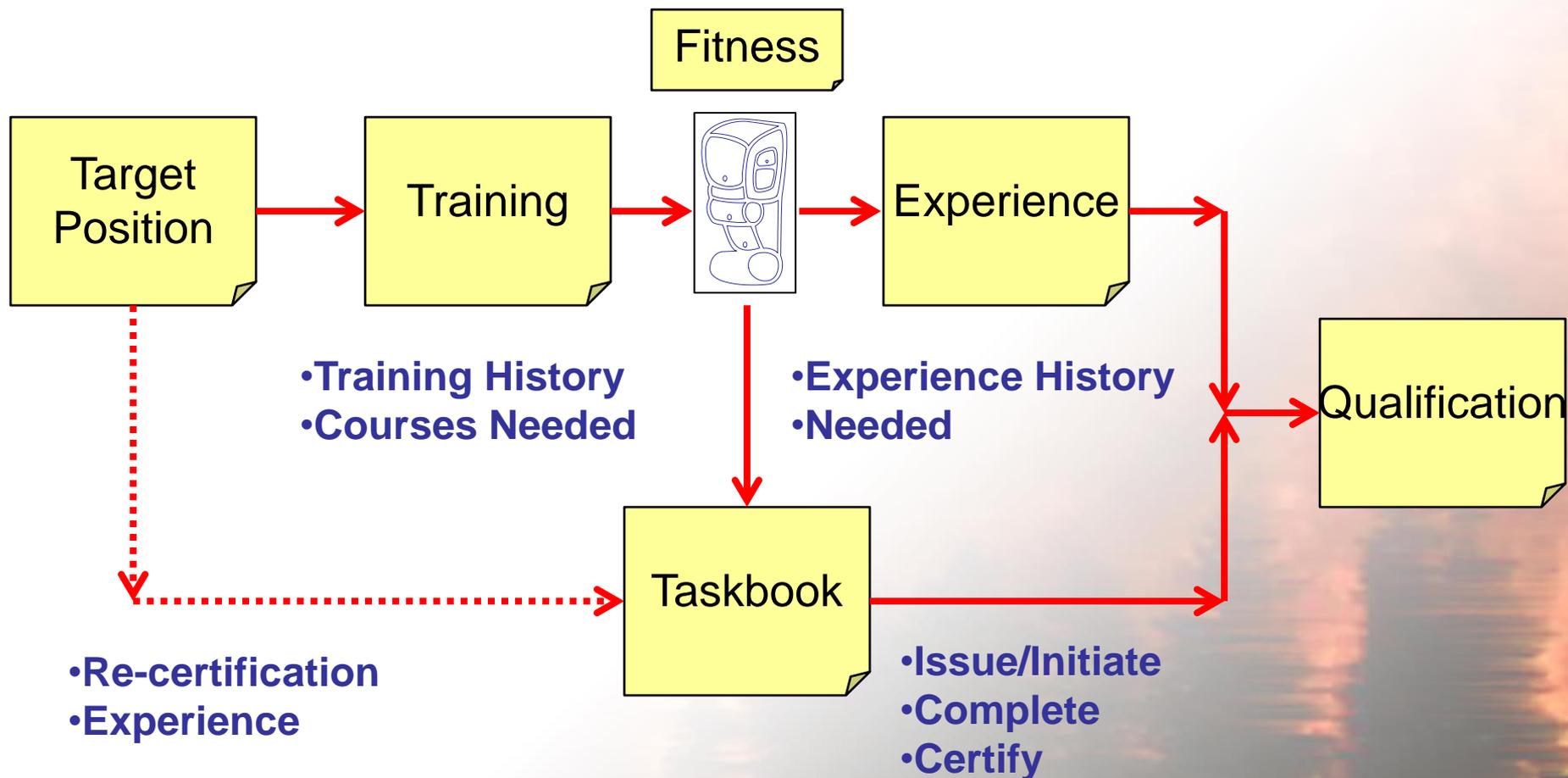
Incident Qualifications System

DAY TWO

Considerations for Determining Workforce Needs

- Incident Records
- Workforce Requirements
- Availability

'Real World'



Training Management – Workforce Development

- Target Positions
 - Planned Training
- Taskbooks
- Review Help section on Certifications Edits and Checks

Training

- Needs Analysis
 - Reports
 - Needs Analysis Detail/Summary
 - Qualifications to Expire
 - Courses Needed by
 - Training Candidates
 - Refreshers Needed
 - Training Missing

Training

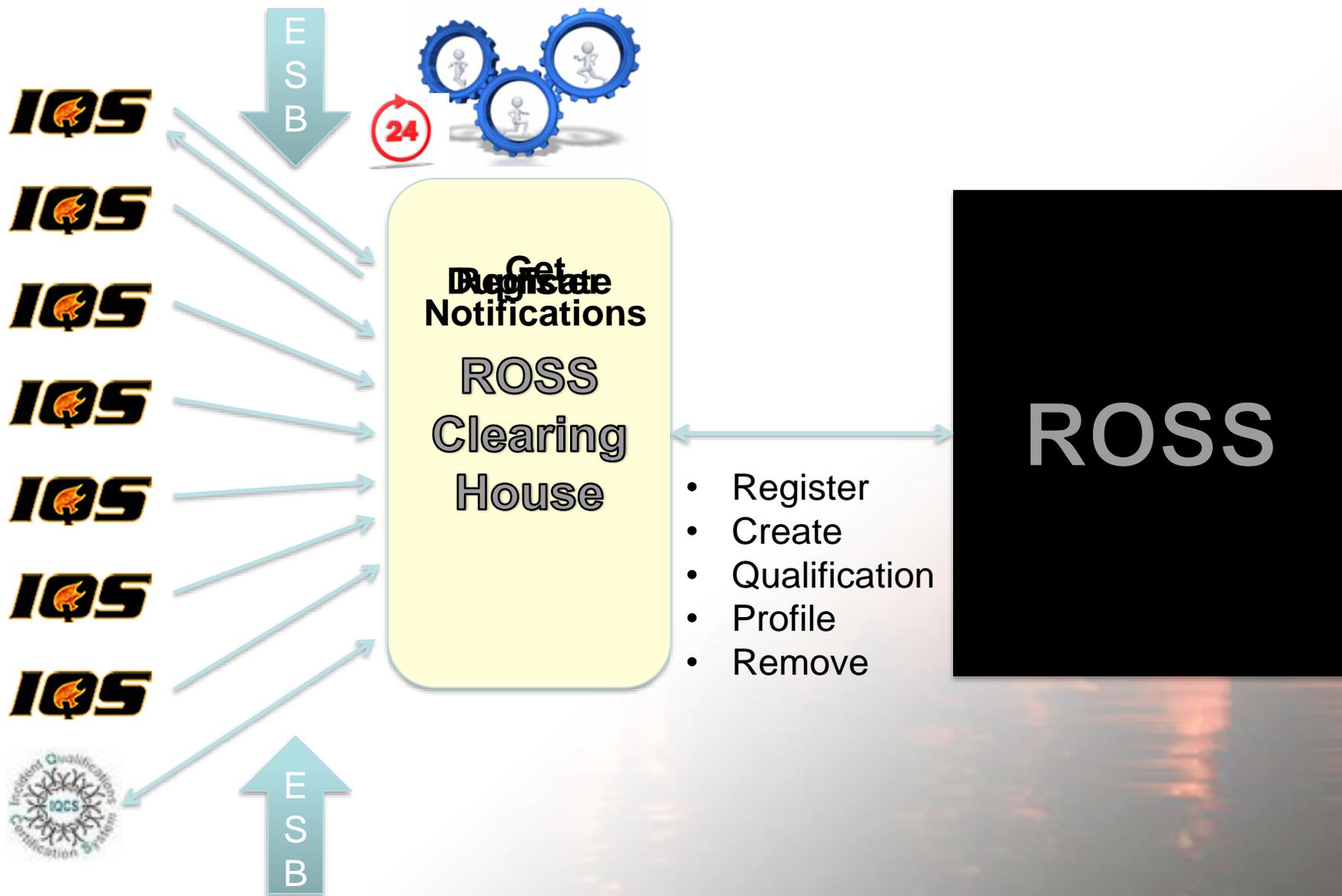
- Course Schedule
 - Add/Edit/Delete Courses
 - Instructors and Coordinators
 - Travel Expense spreadsheet form on website
 - Select Students
 - Filters
 - Course Announcement
 - Email
 - Nomination Form
 - Course Roster

Training

- Course Schedule
 - Post Course Results
 - Update Instructor Histories
 - Print Certificates
 - Reports (Course)
 - Roster History
 - Instructor History

Reports and Tools

- Pick Favorite report and share with the class. Report has to be unique from others previously shared.
- Change Password
- Transfer Persons (IQSweb/IQCS)
- Export Data
- Delete Persons
- Cleanup Utility



ROSS Management

- Reference E – ROSS Migration Registration
- Filters (Check Wildcard)
- Send Updates
- Retrieve Results
- Unresolved Results
- Notifications
- Dispatch/Provider
- History

IQSweb Support

1. Local/State Support Contacts on website
2. IQSweb Regional Contacts
3. Contractor

Training

- Presentation
- Help
- Website