



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

Integration

Training Planning and Management

Schedule Training

Student Selections and Reports

Post Course Results

Instructors and Coordinators

Reports

System Tools

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)

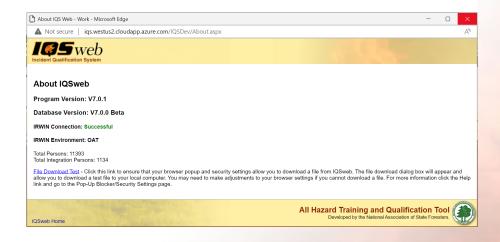


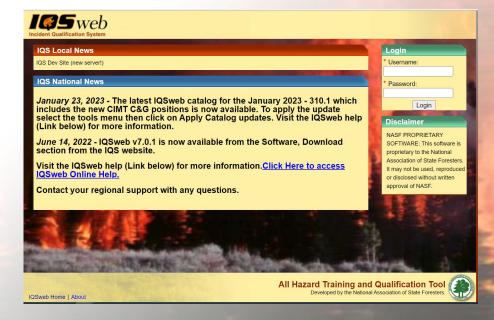
The "Look and Feel"

- Web Based
- About
- Back Button



- Online Help
 - Contents
 - Index
 - Search
 - Printing Help







Navigating IQSweb

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







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)



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.

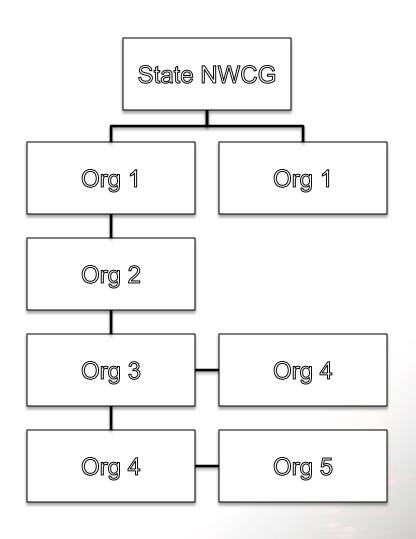


Organization Considerations

- 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



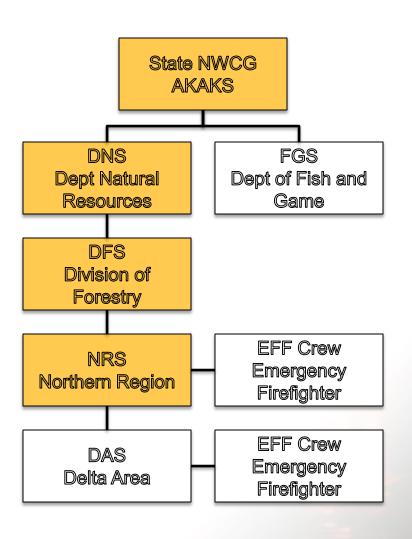
Understanding Organizational Structures



- 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



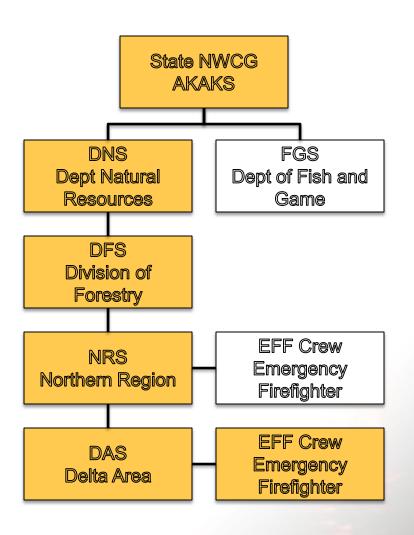
People Associated with "Organization"



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



People Associated with "Organization"



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

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: MTMTS;DNRC;WILD;WILD;WILD;WILD;WILD

Name	State-NWCG	Org Level 1	Org Level 2	Org Level 3	Org Level 4	Org Level 5	
Hayden							
Tim	Organization Level Access						
Chris	Online Help						
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

TRAINING SITE URL GOES HERE



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



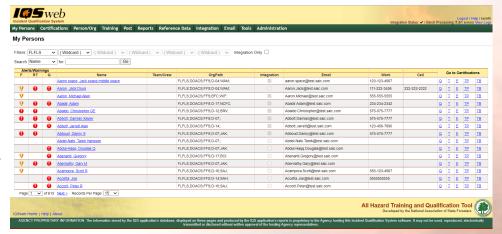
My Persons IQSWEB TRAINING



My Persons

- Filtering
- Search
- Warning and Alerts
- Links
- No Update to data

- Quick Tip
 - Another Page





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
- Task Books completed and initiated
- 6. Current Qualifications
- 7. Experience



Entering Records for a New Person

- Add person (Person/Org)
- 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, <u>Do Not Enter Data in</u> <u>This Section</u>
- 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 IROC 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

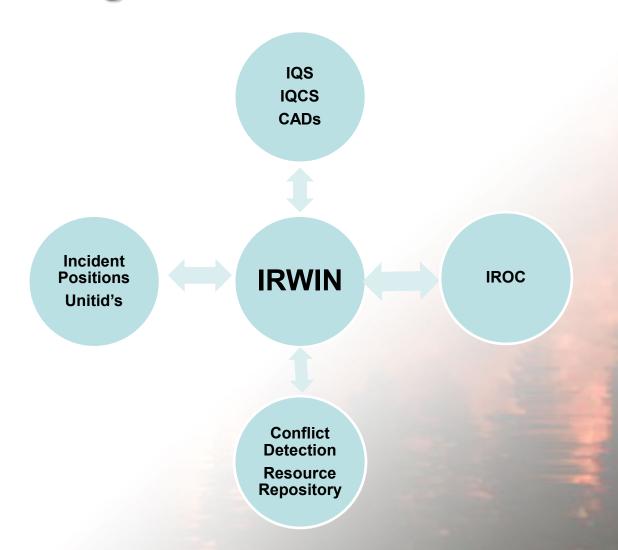


Reports and Tools

- 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

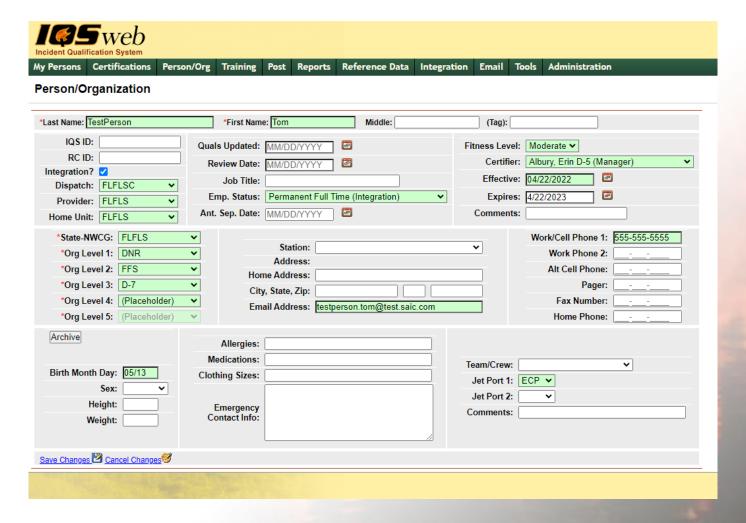


Resource Integration



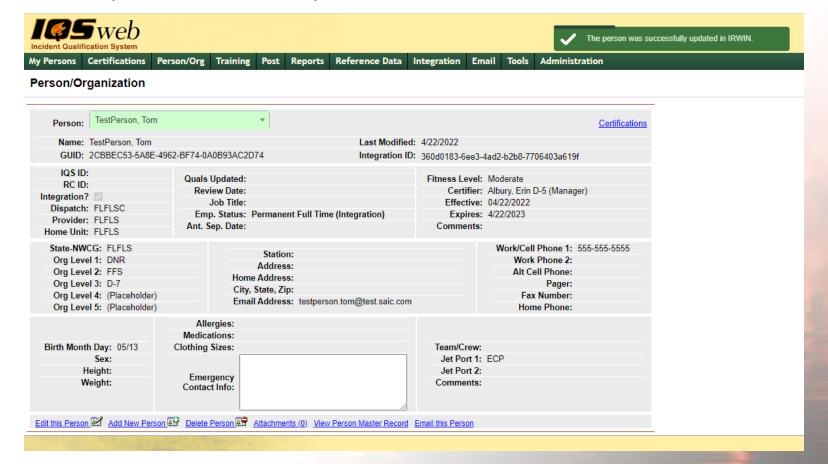


Add a person successfully to IRWIN





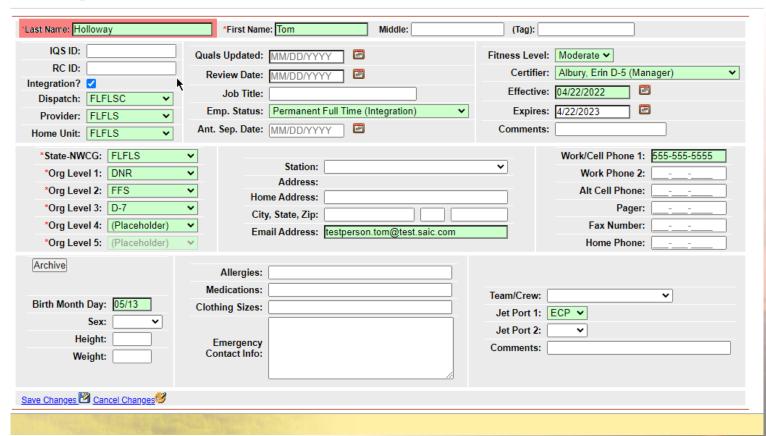
Update works normally





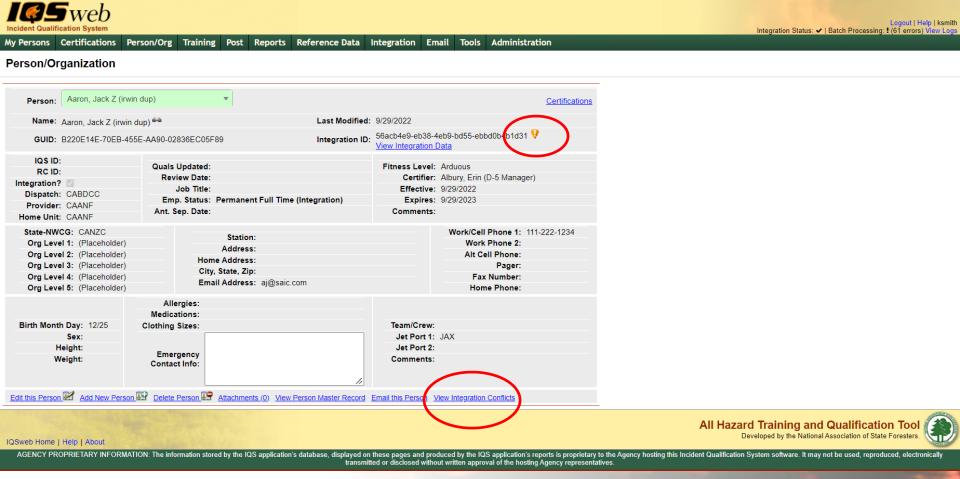
Changing the last name, birth month day, or home unit will trigger a conflict and IRWIN quarantines the record

Person/Organization





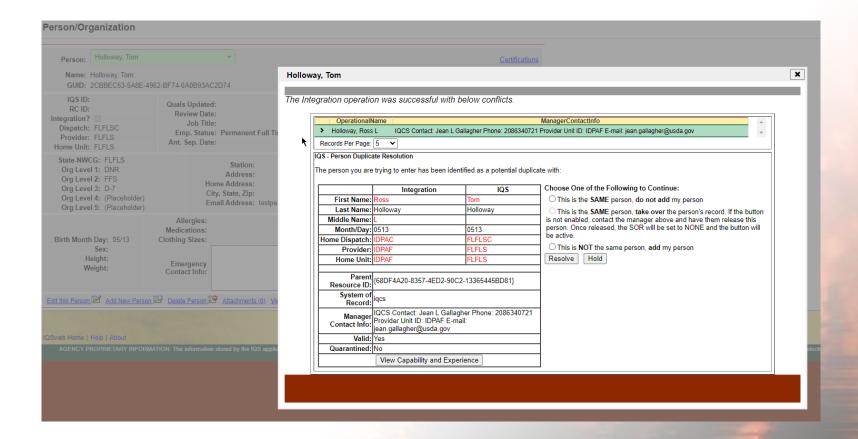
IQSweb notifies the user that there is a resource conflict



Incident Qualification System

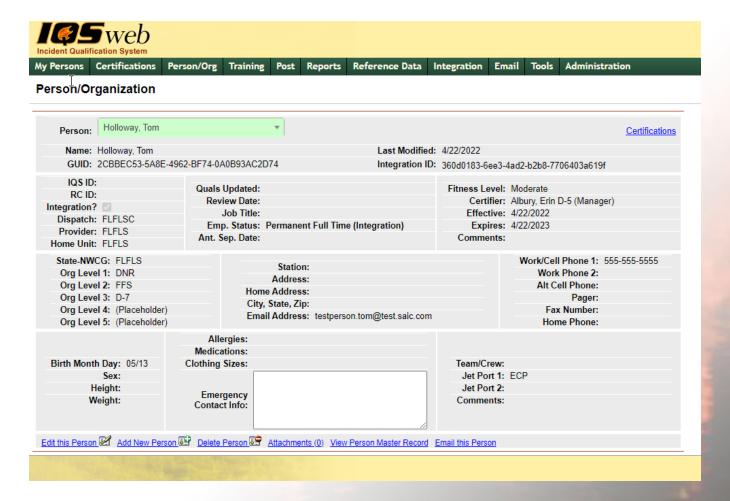


IQSweb notifies the user that there is a resource conflict





Resolve the conflict





IQSweb Support

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

Training

- Presentation
- Help
- Website