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APPENDIX

- A** **INSTALLATION**
- B** **SYSTEM CONFIGURATION**
- C** **IQS SUPPORT INFORMATION**
- D** **IQS DATA COLLECTION/DATA ENTRY FORM**

Introduction

Welcome to the Incident Qualifications System Version 4.0 (IQS). The National Association of State Foresters (NASF) in cooperation with the USDA-Forest Service developed IQS. IQS is a software program that allows the user to track incident qualifications, experience, tasks books and fitness levels for individuals within various organizational levels throughout your agency. IQS also allows the user to analyze the organizations training needs and schedule training based upon the agency needs for incident management personnel. The system is designed to track all-risk training and qualifications, however the job classifications, qualifications and training courses included in the data base is from the National Wildfire Coordinating Group (NWCG) 310-1 Wildland Fire Qualification Subsystem Guide PMS 310-1 January 2000. The system allows the user to add local job qualifications training courses and prerequisites. Other risk applications may be added to the system if your agency has recognized training, certification and qualification standards for a specific risk application, such as law enforcement or urban search and rescue. If an agency wants to use this system for other risk applications, then job classifications, qualifications and training courses needs to be entered in the same format as NWCG 310-1.

The intent of NASF is that each state will adopt the Incident Qualifications System. Once the system is implemented, it will allow for the exchange of data between IQS Systems and other compatible databases such as ROSS. This will facilitate the exchange of information between local, regional and national IQS system users.

IQS is a PC Based system that can be configured for stand-alone or networked environments. The system was developed with MS Access 2000 and Visual Basic 6.0. The system includes security groups that allow various levels of access into the system from view only to system administration.

NASF sponsored a development team has included the following individuals:

Keith Smith	Washington Department of Natural Resources
Dale Eberhardt	California Department of Forestry and Fire Protection
Dan Francis	California Department of Forestry and Fire Protection
Steve Holden	Montana Department of Natural Resources
Mike Kopitzke	Montana Department of Natural Resources
Jerry Rose	Minnesota State Forester – NASF Fire Committee Liaison
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John Grosman	Wisconsin Department of Natural Resources
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The intent of NASF is to continue this project and develop future versions of this program. If you have any comments to improve the performance of the program or include additional features please direct your comments to **IQS Project Management Team, NASF, 444 N. Capitol Street NW, Suite 540, Washington DC 20001.**

NOTES

NOTES

CHAPTER

1

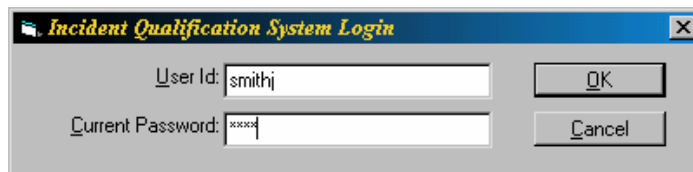
System Overview

HOW TO ACCESS IQS

For Software/Hardware requirements and Installation Instructions see Appendix A.

Double-click on the IQS icon.

You will be prompted to enter a user id and password.



If you do not know your IQS User Id password, ask your IQS system manager. When IQS was installed, the system administrator was given a starting password to enter IQS and set up IQS users.

The user **IQS** is distributed with a blank database. The password for the user IQS is IQS.

Remember that **the password is case sensitive!** It is possible the system administrator did not give you a password. In this case, you can set your own password. After entering your User Id, just leave the password blank and hit OK. The system will prompt you with a message saying, “You must change your “Password”. Press OK to continue. You can then enter a new password.

After executing IQS and entering your user id and password, you will see the screen below. The options available to you will be bold based upon the privileges your username has been given. If you do not have access to the option, it will be “grayed.” Refer to the “System Administration/Security and Workgroups” section for more information on IQS user groups and privileges.



WHAT'S IN IQS



IQS is an automated tool that allows the user to track incident qualifications, experience, tasks books and fitness levels for individuals within various organizational levels throughout your agency. IQS also allows the user to analyze the organizations training needs and schedule training based upon the unit's needs for incident management personnel. The system is designed to track all-risk training and qualifications. The job classifications, qualifications and training courses included in the data base are from the National Wildfire Coordinating Group (NWCG) 310-1 Wildland Fire Qualification Subsystem Guide PMS 310-1 January 2000. The system allows the user to add local job qualifications, training courses, and prerequisites. Other risk applications may be added to the system if their agency has recognized training, certification and qualification standards for a specific risk application such as law enforcement, emergency medical, and urban search and rescue. It should be noted that if the user wants to use this system for other risk applications then job classifications, qualifications and training courses need to be entered in the same format as NWCG 310-1. For further information refer to "Reference Data" Section in the user manual.

The system includes 7 menu options for managing information, performing analysis and producing reports, these categories include: (1) Certifications, (2) Person/Organization, (3) Training, (4) Post Fitness, (5) Post Experience, (6) Reports, and (7) Reference Data. All options can be accessed from the IQS main menu shown above. Some options include several sub-menu items. An explanation of each menu option follows.

IQS MENU OPTIONS

*Not all menu options may appear due to the level of access the user is granted by the system administrator.

1) Certifications

- Qualifications
- Training
- Experience
- Target Positions
- Task Books

2) Person/Org

Edit information about persons in the IQS database.

3) Training

- Workforce Requirements
- Training Needs Analysis
- Schedule Training
- Student Selections
- Post Course Results
- Instructors and Coordinators
- Instructor/Coordinator Qualifications

4) Post Fitness

Post results of fitness testing.

5) Post Experience

Post experience for individuals by incident.

6) Reports (also available from within each module by selecting “Reports” from the menu bar)

Run all IQS reports.

7) Reference Data (Maintain data that supports the IQS application)

- Course Equivalencies
- Job Currency
- Job Prerequisites
- Station Addresses
- Certifiers
- Courses
- Employment Statuses
- Fitness Certification Period
- Incidents
- Incident Fuel Types
- Incident Management Levels
- Incident Size Classes
- State-NWCG's
- Issuers
- Jet Ports
- Job and Skills
- Level Organizations
- Risk Types
- Training Locations

About the IQS Main Menu

After executing IQS and entering your username and password, you will see Main IQS screen as shown below. The options available to you will be highlighted in **bold** based upon the privileges your username has been given. If you do not have access to the option, it will be “grayed.”

IQS MENU BAR

<u>F</u> ile	<u>O</u> ptions	<u>H</u> elp
Exit	Change the Application DB Change the Reports DB Logon as Another User Change Password Sounds System Administration	About

Displays IQS Version

Displays IQS database file being accessed by IQS. Double click to change database (Windows 2000 users must have Admin rights to change database).

Displays current user logged onto system. Double click to change IQS user.

Displays System Date. Double click to change system date.

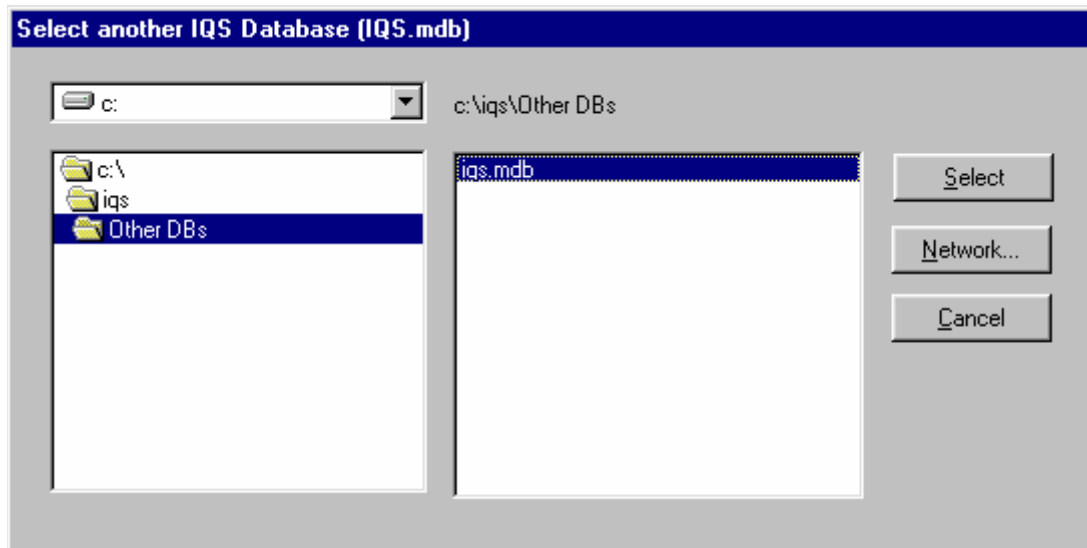
Displays System Time. Double click to change system time.

Use the mouse to choose and click on the option you want to execute. If you don't have a mouse, use the arrow keys or tab key to navigate between the buttons. Alt-[hot key] will also activate menu items. The hot keys are the underlined letters in the menu item name. For example, to activate the “Certifications” menu item using hot keys, hit Alt-C.

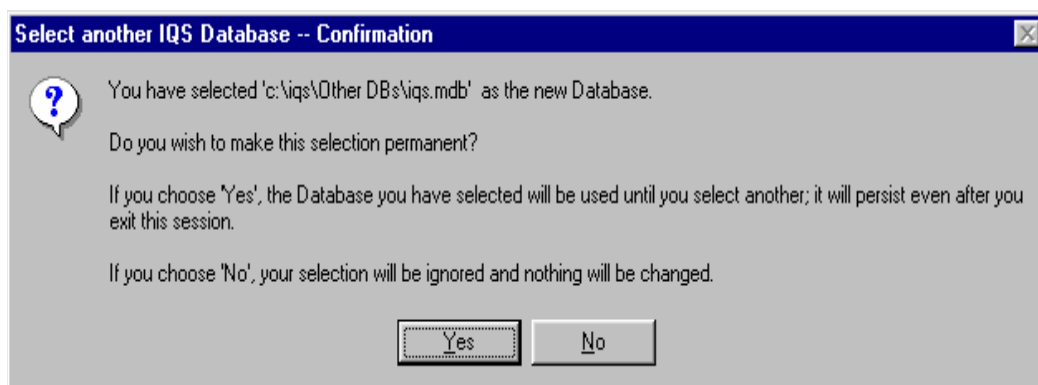
Change Application Database

Choose Options/Change the Application Database from the IQS menu bar. This option allows the user to change the database file (IQS.MDB) that the application is using. You will get a file selection menu to pick the new file you want to use as shown below.

This menu option is disabled if your windows user id does not have write privileges to the IQS registry keys. For Windows 2000 users, you must have "Administrator" privileges or write access to the IQS registry keys to perform this operation.



After selecting the new file, you will get a message to confirm that you want to make this change. The IQS security and workgroup file (IQS.MDW) must be present in the directory where the IQS.MDB resides. If IQS.MDW is not in that directory you will not be able to connect to that database. Move or Copy the IQS.MDW file to the same directory as the IQS.MDB file that you are connecting to.



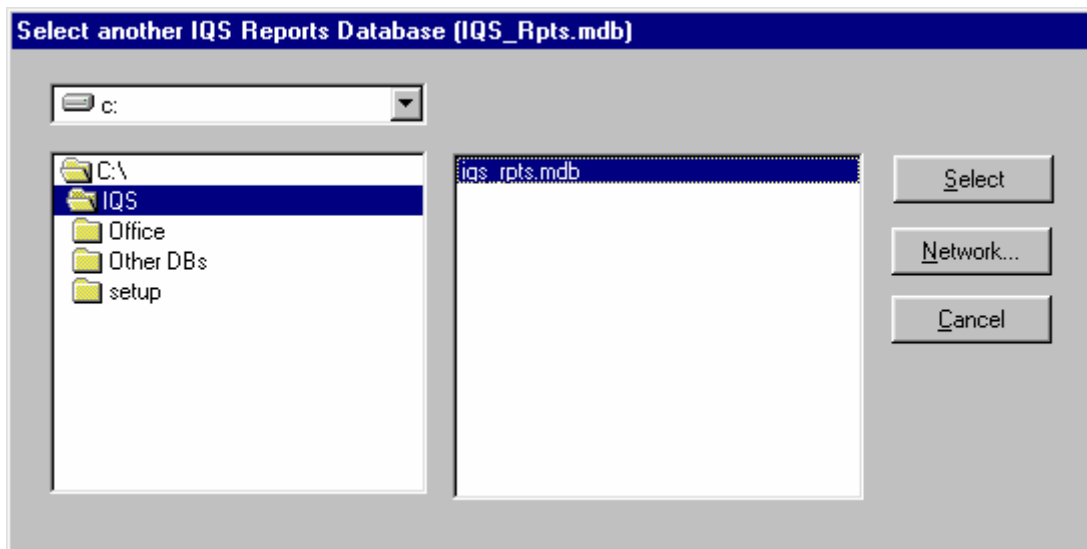
This option is also available by double-clicking on the bottom right toolbar selection - "DB".

Change the Reports Database

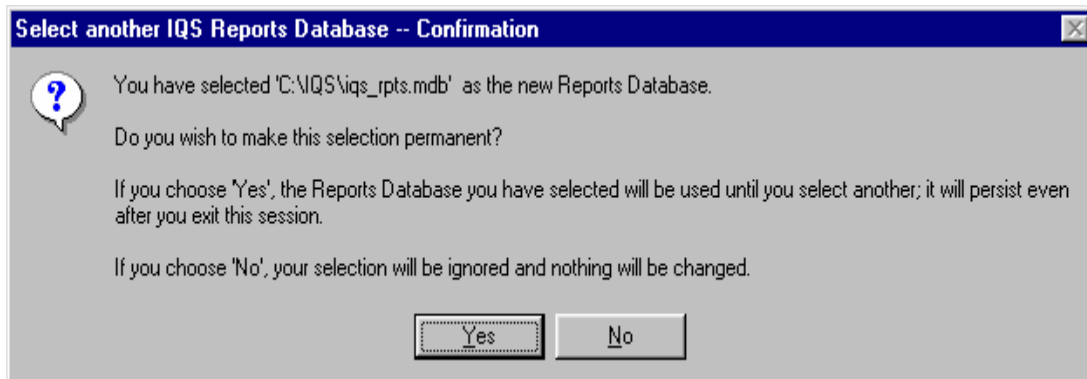
Choose Options/Change the Reports Database from the IQS menu bar. This option allows the user to change the reports database file (IQS_RPTS.MDB) that the application is using.

This menu option is disabled if your windows user id does not have write privileges to the IQS registry keys. For Windows 2000 users, you must have "Administrator" privileges or write access to the IQS registry keys to perform this operation.

You will get a file selection menu to pick the new file you want to use as shown below.

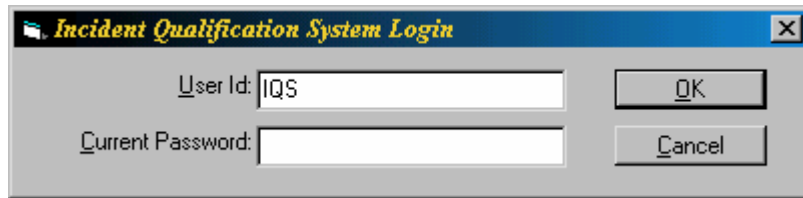


After selecting the new file, you will get a message to confirm that you want to make this change.



Logon as Another User

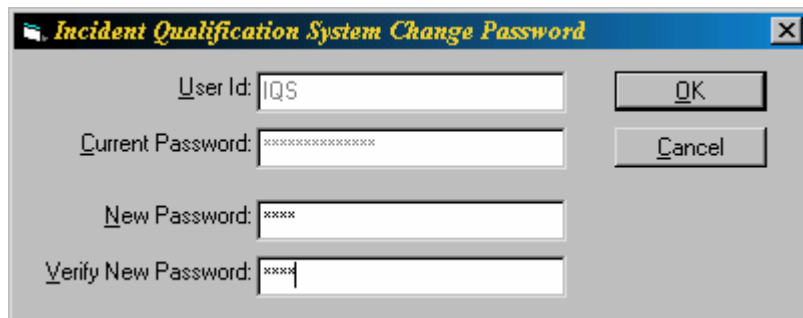
This option is used to log into IQS as another user without having to exit the application. The logon window will appear so you can enter a new username and password.



This option is also available by double-clicking on the bottom right toolbar selection - "U".

Change Password

This option is used to change the password for the user you are currently logged in as. You will see the screen below. Enter the new password and verify the new password then select "OK".



Sounds

Turns sounds on or off for application. A check mark indicates the sounds are turned on. To turn off, just select the menu option.

System Administration

Please refer to *Chapter 2 - System Administration* for complete details on System administration options.

Help About

This option displays a screen with information about the IQS application including versions and paths to the database and reports database files, a link to the IQS Web page and displays a count of the persons in the database.

GETTING STARTED

Step One: Create new users who will be using IQS

(Done by System Manager after Installation or IQS user with IQS Manager privileges).

IQS is distributed with a user called “IQS.” This user has been given IQS Manager privileges. You can sign into IQS initially as IQS and set up new users.

- Refer to *Chapter 2 System Administration* for more information on Users and Groups.

Step Two: Add your organizations to IQS.

Tracking “Organizations” within IQS serves two purposes. First, people within the database are associated with an “Organization.” Reports and training analysis can be done on groups of people belonging to the same organizations. Secondly, the organizations are also used to assign IQS users Organizational Level Access (OLAs). OLAs are established by the system administrator to give users access to subsets of data within IQS. For example, the user “smithj” may be given the ability to view or edit only those persons within one of the organizations tracked by IQS.

NOTE: THE ESTABLISHMENT OF THESE ORGANIZATIONS IS A CRITICAL FACTOR IN THE SUCCESSFUL IMPLEMENTATION OF IQS.

Five fields can be used to define an organization. Considerations such as statewide, regional, or jurisdictional boundaries, or location of facilities may be used when determining your organizational structure. People within the IQS system can be grouped into organizations for the purpose of querying and reporting. Consideration should be given to how the data, reports, and access to the data will be needed, when developing the organizational structure.

Choose “Reference Data” from the Main Menu and select each of the following:

- State-NWCG’s
- Organization Level 1
- Organization Level 2
- Organization Level 3
- Organization Level 4

Refer to *Chapter 3 Reference Data* for more information on editing reference data.

Step Three: Assign Organizational Level Access

(Done by System Manager after Installation or IQS user with IQS Manager privileges).

Each of the IQS users that have been assigned to the groups IQS Data Entry should be given organizational level access (OLA) to one or more “organizations.” IQS Data Entry Private should be associated with an individual.

- Refer to *Chapter 2 System Administration* for more information on Users and Groups.

Step Four: Reference Data

Go through each of the sub-menu items under “Reference Data” and add any local codes you will need for your database. You can also do this at any time in the future. As you use the system you will find areas where you will need to go back and enter you local values into the reference table. Some examples are “Certifiers,” “Issuers,” “Incidents.”

- Refer to *Chapter 3 Reference Data* for more information on editing reference data.

Step Five: Enter persons into database

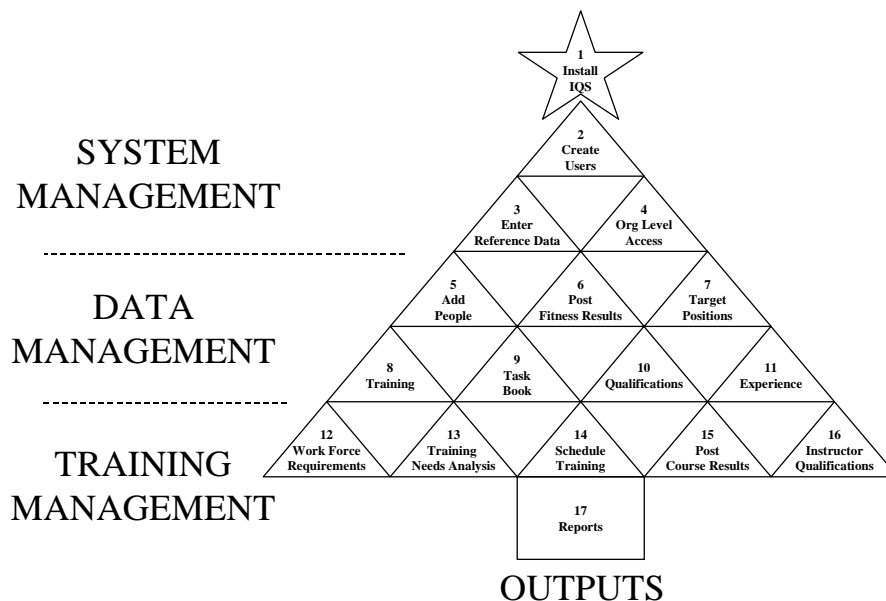
To do this, choose “Person/Organization” from the Main Menu.

- Refer to *Chapter 4 Person/Organization* for more information on editing personnel information.

Several reports are available to view personnel information. To run reports choose “Reports” from the Main Menu or select “Reports” from the top menu bar within each main menu pick. Follow the directions on the screen for running the report you choose.

- Refer to *Chapter 9 Reports* for more information on running reports.

Step Six: Use other options from the IQS Main Menu as needed to manage your Incident Qualifications and Training.



NAVIGATION

IQS uses standard Windows navigation. Editing information in the program is done through several different data entry screens. The data entry screens have two basic looks. One type contains separate fields or controls. The other type contains a grid of information. A grid is similar to a spreadsheet. A grid displays several records at one time. The table below summarizes the keystrokes used in navigating through the IQS system. A toolbar is available on all data editing screens with standard options for inserting, updating, deleting, copying and undoing records.

IQS Keystrokes

KEY	ACTION
TAB – Next Control	Moves cursor between separate fields or controls (not in a grid)
ENTER – Next Field	Grid – Changes mode when field is being edited to highlighted. Moves to next field from left to right when field is highlighted.
UpArrow – Previous Record	Grid – Moves to previous record
DownArrow – Next Record	Grid – Moves to next record
LeftArrow – Previous Record	Grid – Moves to next field to left when field is highlighted, moves to next character to left when field is being edited.
RightArrow – Next Field	Grid – Moves to next field to right when field is highlighted, moves to next character to right when field is being edited.
AltDownArrow – Drop Down	Displays drop down box if available when cursor is in the field.
Drop Down Box Search	With drop down box displayed, begin typing first letters of value. The closest match will be highlighted in drop down. To select, press enter when desired value is highlighted.
ESC	Within a field, undoes the last edit; within a grid only before pressing Enter the first time.
Hotkey- Alt (Letter)	Pressing Alt and the underlined letter of any menu or sub-menu item will invoke that menu option.
Tool Tips	Hovering over a value with cursor will display a tool tip if present.
F2	With cursor within a field, toggles between selecting the field and editing the field.

Grids and Drop-Down Lists

The screen below is an example of a grid in IQS. As you can see the grid displays several records at one time. Placing the mouse on the vertical line in the column header can change the display width of the columns. When the cursor changes to a cross, click and drag the column to the desired width. Some fields within a grid may have a “Drop Down List” of available and/or required values. Fields with a drop down list will have an arrow at the far right of the field when the cursor is in the field. Activate the drop-down list by clicking on the arrow (or Alt-Down Arrow). Select the value from the drop down by single clicking on that value or arrow to the value and press ENTER.

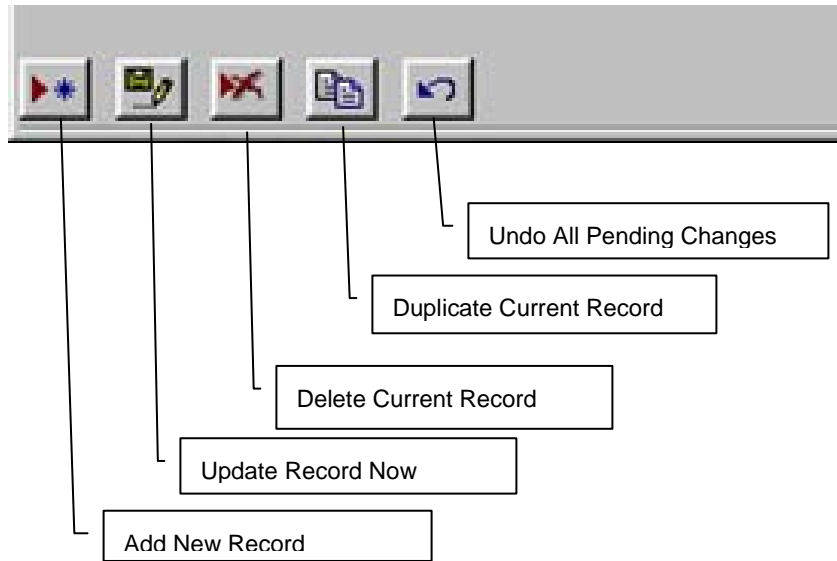
*Risk Typ	*Course I	*Title	*Hours	*Standard	Course Type	Active Date mm/dd/yyyy
RX	RX-300	Prescribed Fire Burn Boss	40	NATIONAL	CLASSROOM	01/01/2000
RX	RX-310	Introduction to Fire Effects	36	AGENCY		
RX	RX-410	Smoke Management Techniques	28	NATIONAL		/01/1994
RX	RX-510	Applied Fire Effects	40	REGION		
RX	RX-580	Advanced Fire Use Applications	40	STATE		/01/2000
WF	D-110	Dispatch Recorder	12			/01/1999
WF	D-310	Support Dispatcher	32			
WF	D-480	Coordinator	32			
WF	D-510	Supervisory Dispatcher	32			
WF	I-100	Introduction to ICS	4	NATIONAL	CLASSROOM	
WF	I-200	Basic ICS	8	NATIONAL	CLASSROOM	
WF	I-220	Basic ICS	8	NATIONAL	CLASSROOM	
WF	I-300	Intermediate ICS	16	NATIONAL	CLASSROOM	
WF	I-400	Advanced ICS	16	NATIONAL	CLASSROOM	
WF	I-401	Multi-Agency Coordinator	32	NATIONAL	CLASSROOM	01/01/2000
WF	I-402	ICS for Executives	8	NATIONAL	CLASSROOM	01/01/2000
WF	IAMS	Interagency Aviation Management & Sa	40	NATIONAL	CLASSROOM	
WF	J-236	Staging Area Manager	0	NATIONAL	CLASSROOM	
WF	J-244	Display Processor	0	NATIONAL	CLASSROOM	
WF	J-248	Status/Check-in Recorder	0	NATIONAL	CLASSROOM	
WF	J-252	Ordering Manager	0	NATIONAL	CLASSROOM	

Saving Changes: Changes are automatically saved when you move from the record being edited to another record. The save button can also be used to save changes. The “Undo” button will only undo changes on the record being edited.

Selecting Records: If the grid can be edited, a record is selected by click on the far left. If the grid is not editable, records can be selected by click anywhere inside the grid on the desired record.

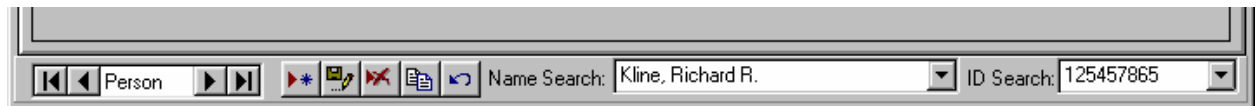
IQS Toolbar

A toolbar is available on all data editing screens with standard options for inserting, updating, deleting, copying and undoing records. The toolbar is located at the bottom of the screen. Some buttons may be grayed depending on the user's level of access.



IQS Name or ID Search

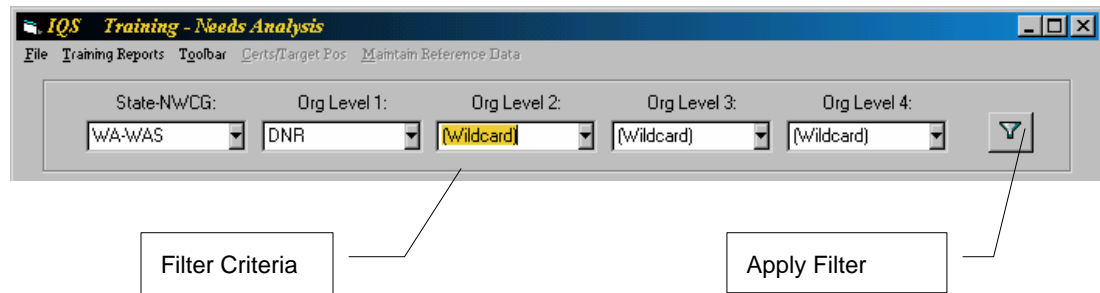
Several data edit screens have the ability to search for individuals in your database by either name or ID. This search function is found at the bottom of the screen to the right of the toolbar.



IQS Filter

A filter is used to query a subset of the records. Frequently within IQS, records will be filtered by the agency so only the records belonging to a given organizational level are displayed. IQS uses two kinds of filters. First, the reports section uses a series of screens that we call filters. The filters are used to pull the subset of information you want for a particular report. Secondly, filters are used within the application to display a subset of data for a specific organization on a screen. This type of filter is shown below. When the “Apply Filter” button is pressed, the subset of records are displayed. In the example below the State-NWCG is WA-WAS. When the wildcard is used in all Org Levels, the user will view information for all Org Levels within the WA-WAS Agency. To see all records in database regardless of State-NWCG, the “Wildcard” is used in this field.

Oftentimes, a user supplies the same values for the filters over and over again. If your IQS user id has a default Organizational Level Access (OLA) defined for it, these values will appear in the filters automatically. The values can be changed if the user desires to use different filter values. See *Chapter 2 – System Administration/Organizational Level Access* for information on setting your default OLA.



Field Colors

Colors on fields indicate:

- Green – Required
- Red – Expired
- Yellow – Warning
- Blue – selected (may vary with your windows settings)

NOTES

CHAPTER

2

System Administration

It is important for the IQS System Manager to identify the levels of security for the management of this information database. They should meet with the organization's agency administrator and determine who should have access to the IQS information. They should determine who may enter information, change or modify records, certify and qualify individuals for various job classifications, issue "Incident Cards" and view the records.

ESTABLISHING SECURITY WORKGROUPS

Seven workgroups are defined for the IQS system. The workgroups are used to control access to the modules within IQS. IQS users may be assigned to one or more workgroups.

Admin – Users belonging to this group will have full access to the IQS system including the ability to add new workgroups and reconfigure the modules to which each workgroup has access. **Members of this group will be restricted to the IQS Project Management Team.**

IQS Admin – Users belonging to this group will have full access to the IQS system with the exception of the ability to add new workgroups or reconfigure existing workgroups. **Members of this group will be restricted to the IQS Project Management team.**

IQS Manager – Users belonging to this group will have access to the IQS System administration functions such as creating new users and assigning them to groups and giving them organizational level access. IQS Manager also inherits the rights of IQS Data Entry.

IQS Data Entry – Users belonging to this group will have access to all modules except the system administration module. Restricted access to the "Reference Data" will also be given.

IQS Data Entry Private – Users belong to this group will have private access to all modules except the system administration module. The access would allow an individual to update only one person's record. Usually this would be used to give an individual access to their own record.

IQS View – Users belonging to this group will have view only rights to the modules to which they have access.

IQS View Private – Users belonging to this group will have view only rights to view one person's data within the modules to which they have access.

Users that are assigned to the workgroups "IQS Data Entry" and "IQS View" can be further assigned to one or more organizations. The organizational access further defines the subset of data available to the user within IQS for updating, reporting and viewing. This organizational level access will be referred to as "OLA."

The matrix below defines the modules to which each workgroup will be given access.

Modules → Workgroups ↓	Update Certifications	Update Person/Organization	Post Fitness	Post Experience	Print IQ Card	Reports	Training	Maintain Reference Data	System Admin	Configure System Security
Admin (Not distributed)	X	X	X	X	X	X	X	X	X	X
IQS Admin (Not distributed)	X	X	X	X	X	X	X	X	X	X
IQS MANAGER	X	X	X	X	X	X	X	X	X	
IQS DATA ENTRY	X (OLA)	X (OLA)	X (OLA)	X	X (OLA)	X (OLA)	X (OLA)	X (restricted)	X ROSS Export Only	
IQS DATA ENTRY Private	X (OLA)	X (OLA)	X (OLA)		X (OLA)	X (OLA)	X (OLA)	X (OLA)		
IQS View	X (OLA)	X (OLA)				X (OLA) (restricted)	X (OLA) (restricted)			
IQS View Private	X	X				X (restricted)				

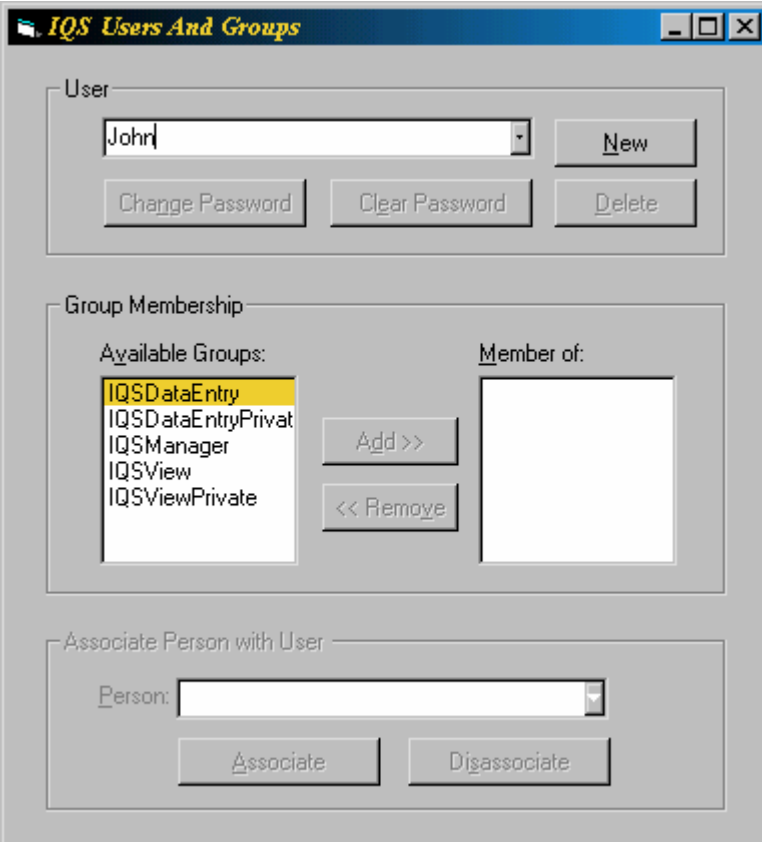
OLA- Organizational Level Access
 Restricted- Access is limited to a few sub-options

USERS AND GROUPS

The Users and Groups screen is used to create new users, edit existing users, delete users, and assign users to a group. To access this area, you must be an IQS Manager or above.

Create New IQS Users

Begin typing a new unique username to create a new user. The “new” button becomes active once you begin typing a new name. User name and passwords are case sensitive. The user name can be a maximum of 20 and allows no special characters except spaces and underscores. Press “new” after typing the desired new user name. You will receive a message stating the new user was created. You may assign a new user a password by pressing “Change Password.” If you do not assign a password, the user will be asked to enter a new password the first time they sign on to IQS.



The screenshot shows a window titled "IQS Users And Groups" with three main sections:

- User:** A dropdown menu containing "John", a "New" button, and buttons for "Change Password", "Clear Password", and "Delete".
- Group Membership:** An "Available Groups" list with "IQSDaEntry" selected, "Add >>" and "<< Remove" buttons, and an empty "Member of:" box.
- Associate Person with User:** A "Person:" dropdown menu and "Associate" and "Disassociate" buttons.

Edit Existing User Access

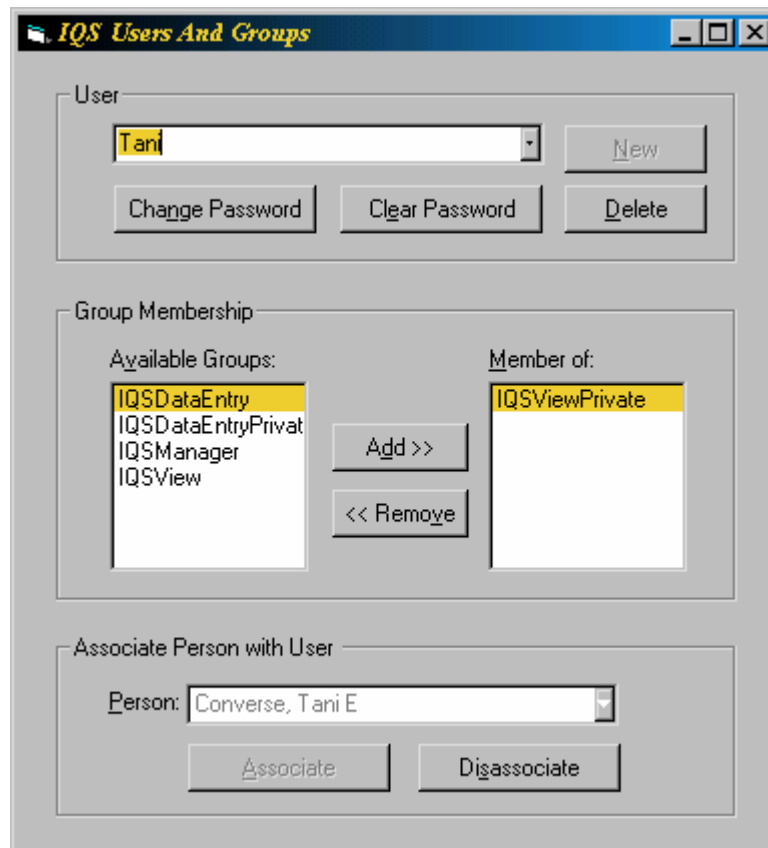
Use the drop down to select the user you want to access.

Delete a User

Select the user you wish to delete from the user drop-down. Press the “delete” button.

Assign a User to a Group(s)

The group membership box is used to add or remove users from the available groups based on the IQS access they should have. Users need only be assigned to the highest group in which they need access. Rights to lower groups are inherited. To add a user to a group, highlight the group and press the “Add>>” button.



The screenshot shows the "IQS Users And Groups" dialog box. It is divided into three main sections:

- User:** A dropdown menu shows "Tani". Below it are buttons for "New", "Change Password", "Clear Password", and "Delete".
- Group Membership:** This section has two columns. The left column, "Available Groups:", lists "IQSDataEntry", "IQSDataEntryPrivat", "IQSManager", and "IQSView". The right column, "Member of:", lists "IQSViewPrivate". Between the columns are "Add >>" and "<< Remove" buttons.
- Associate Person with User:** A dropdown menu shows "Person: Converse, Tani E". Below it are "Associate" and "Disassociate" buttons.

Associate a User With a Person

If a user is given membership to the group IQS View Private or IQS Data Entry Private, this option is used for selecting the person in the database to which the user would have View Private access. This option is grayed out unless the user belongs to View Private or Data Entry Private groups. To create an association, select a person who has already been entered into the database. Press “Associate” to give the IQS user access to the person you selected.

ORGANIZATIONAL LEVEL ACCESS

This option is ONLY for users belonging to the group *IQS Data Entry* or *IQS View*. Through Organizational Level Access (OLA) a user can be given access to a group of persons in the database associated with one or more organization. A check mark can be placed in the “Default” column by one of the Organizations. If a default is indicated, this organization will automatically be entered into the filter sections of Reports, Training options and Post Fitness.

Users' Organizations						
Default	State-NWCG	Org Level 1 Abbrev	Org Level 2 Abbrev	Org Level 3 Abbrev	Org Level 4 Abbrev	Comment
<input type="checkbox"/>	WAWAS	(Placeholder)	(Placeholder)	(Placeholder)	(Placeholder)	
<input type="checkbox"/>	WAWAS	DNR	(Placeholder)	(Placeholder)	(Placeholder)	
<input type="checkbox"/>						

When editing the OLA for an IQS user, the organizations must be entered from left to right. The “[Placeholder]” or [Wildcard] value must be filled in for those levels that do not have an organizational code. The value [Placeholder] in an organizational level would preclude the user from access to any persons belonging to organizations at that level. For example, the user ‘tani’ shown below would be able to access only those individuals belonging to WAWAS or those individuals belonging to WAWAS, and DNR. The [Wildcard] value gives the user access to any persons belonging to organizations at that level defined within the higher levels. If the wildcard value was used in the first record shown above, the user “tani” would have access to individuals within WAWAS and any organizational levels defined below WAWAS, and DNR.

NOTE: The organizations must be entered into the reference base prior to using this screen. To enter the organizations, select “Reference Data” from the main IQS menu and select any of the sub menu options; “State-NWCG,” “Organization Level 1,” “Organization Level 2,” “Organization Level 3,” or “Organization Level 4.”

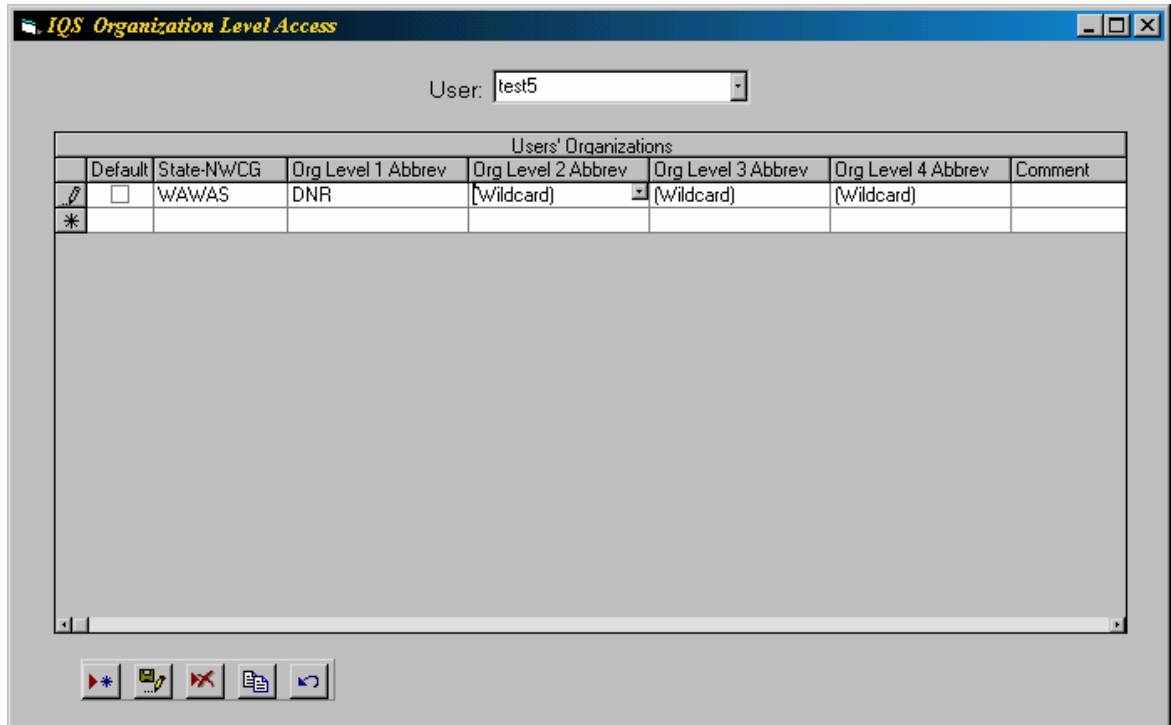
Assigning Organizational Level Access

Select the user for which you want to assign or edit their organizational level access. If the user has been assigned access, the information will be displayed. Enter or edit a previous combination of organizations that will give the user appropriate access to individuals within your database.

Organizational Level Access Field Definitions

FIELD	DEF	DESCRIPTION
User	(Text, 8)	The user for which organizational level access is being defined.
Default	Boolean	Indicates if record should be used as a default for the filter sections of Reports and Post Fitness
State-NWCG	(Text, 5)	The State-NWCG 3 letter identifier for this person.
Level 1 Organization Abbrev	(Text, 20)	The level 1 organization to which the user is being given access.
Level 2 Organization Abbrev	(Text, 20)	The level 2 organization to which the user is being given access.
Level 3 Organization Abbrev	(Text, 20)	The level 3 organization to which the user is being given access.
Level 4 Organization Abbrev	(Text, 20)	The level 4 organization to which the user is being given access.

In the example below, the IQS user “test5” would be able to access data from people belonging to WAWAS –DNR and any organization defined below WAWAS-DNR.



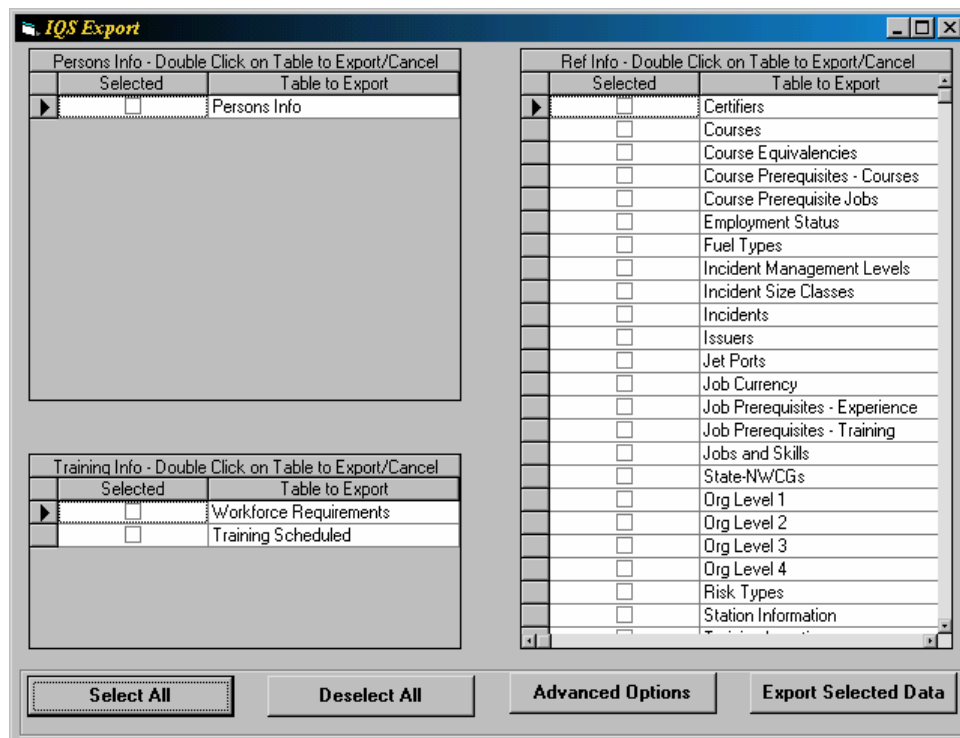
EXPORT

The **Export** option is used to export selected data from an IQS database. **Note: Only IQS Managers or above have access to this function.** Also, you must be the only person currently accessing the database.

NOTE: V2.0 has a new option "EXPORT INDIVIDUAL". With this option you just select an individual(s) for export. The program automatically selects all the reference information required for the individuals being exported. On import, you are prompted to enter new organizational information for the people being imported. The "EXPORT" option here is more generic. It exports all records from only the tables you identify in the screen below. If you select an individual to export you may or may not get the related information depending on what other tables you select. When you import the records into another database, they will successfully import only if all the required related data exists. For transferring individuals records from one IQS database to another, consider using the "Export Individual" option.

The exported data resides in an **unsecured** MS Access database file that you name (an unsecured database is one that any user can open using MS Access). (The main database, IQS.MDB is secured, or locked, to maintain the integrity of the database structure.) The data exported from IQS can then be imported into another IQS database using the Import option, as described in the next section "Import".

From the IQS Main Screen bar menu, click on "Options" (or do the Alt-O keystroke combination), then choose "System Administration" and "Export" to view the IQS Export screen as shown below, which is the main screen for exporting IQS data.



Operational Steps:

1. Choose the data to export by positioning the cursor in the left-hand column of any record and double clicking. A checkmark indicates the data will be included in the export. The double-click will highlight the row and change the entry from select to unselect.

NOTE: When the "Persons Info" is selected by changing it to a checked box, more information about the person will be displayed.

2. Choose the "Select All" button or the "Deselect All" button for changing multiple selections.
3. Features for the "Advanced Options" button are described on page 2 - 8 of this User Guide. This option is used as a filter for selecting individual, or organizational values.
4. Once you have all the options selected for your export, press the "Export Selected Data" button to create export file. You will be prompted for a name and location for the export file.

Selecting Data to Export

When selecting the data for your export file, you need to consider several factors:

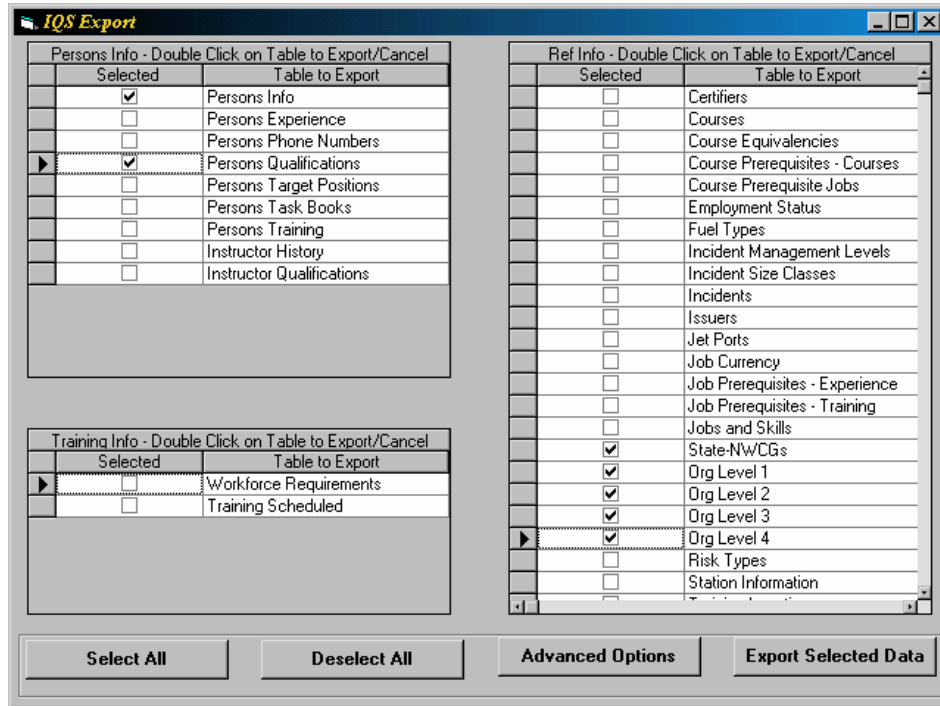
1. The purpose of your exported data.
2. If the data is going to be imported into another IQS database (target database), what data exists in the target database.

When selecting data to export, it is important to **select all** the records that you wish to export. For example, if you select an individual within Person Org, you should select all data that you feel is relevant, such as training, experience, and qualifications. If the data already exists within the new database, it will not accept the data. It is better to have more reference data than you need in the export file, rather than not enough.

Use the "EXPORT INDIVIDUAL" option if you want to transfer all the data for an individual or group of individuals from one IQS database to another.

In the example below, the export file would contain the person info and their qualifications for all persons in the database plus the reference data for State-NWCG and Organization Level 1 – 4.

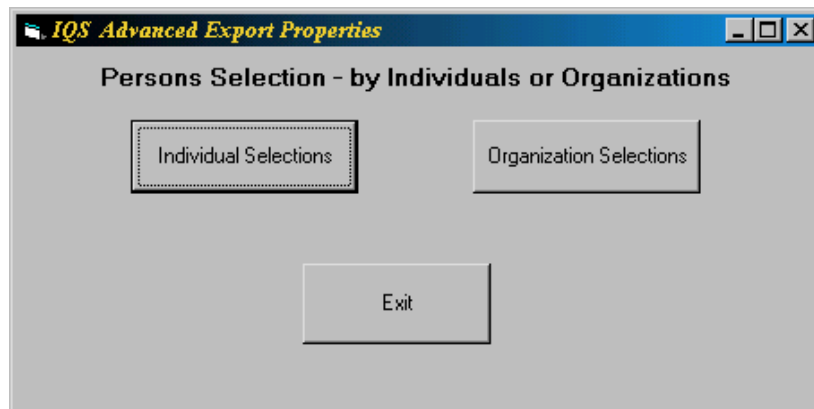
If you would like to further limit the records by Organization or Person, then select “Advanced Options” before performing the export.



Advanced Options

If you are exporting "Person Info," selecting individuals or selecting organization values can filter the data set that you export.

For example, if you want to export all the persons in your database belonging to one district, then you could indicate this district in the “Organization Selections.” Your export file would only contain the individuals from the specified organization. Likewise, if you only wanted to export 1 or more specified individuals from the database, you could indicate those individuals by choosing “Individual Selections.”



Individual Selections

A screen similar to the screen below will be displayed if you select "Individual Selections." Double-click on the selected column to change the selected value. Data for those persons with a checkmark value in the selected column will be exported. In this case, Abel, Abrahams, and Adams.



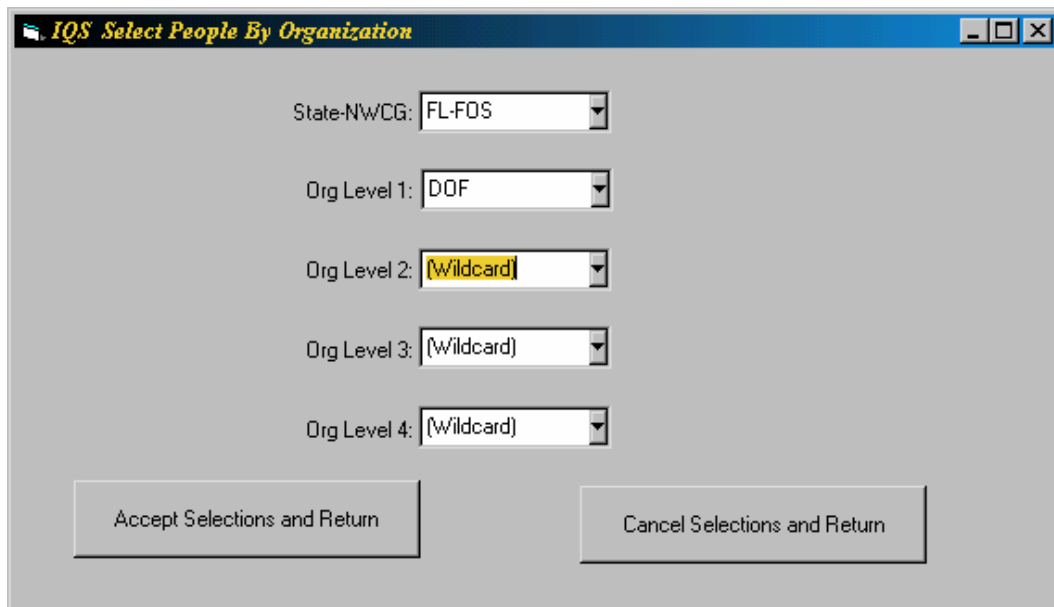
Operational Steps for "Individual Selections"

1. Choose the "Individual Selection" button, by clicking on it, to display the "Select People Individually" screen. This section displays each individual within the database by last name, first name, middle initial, job title, and their organization level. (For an explanation of "Organizational Level" see Chapter 3, Reference Data.)
2. Choose the data to export by positioning the cursor in the left-hand column of the record, and double click. A checkmark indicates the data will be included in the export. A double click will highlight the row and change the entry from selected to unselected. This procedure can be used to select multiple records.

Note: Prior to selecting an individual or organization level for export, you must select data for that individual, such as "Person Info," "Task Books," etc.

Organizational Selections

A screen similar to the screen below will be displayed if you select "Organization Selections." Enter the values for the State-NWCG and each Organizational Level for which you would like to use the filter to export data set. You can use the "[Wildcard]" and "[Placeholder]" values as in all other parts of the IQS application. In the example below, the export file will contain all persons belonging to the FL-FLS, DOF and any organization below.



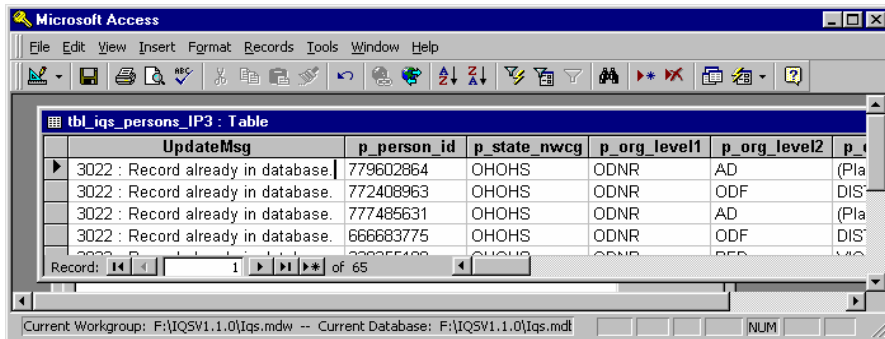
The screenshot shows a dialog box titled "IQS Select People By Organization". It features five dropdown menus for selection. The first dropdown, "State-NWCG", is set to "FL-FOS". The second, "Org Level 1", is set to "DOF". The third, "Org Level 2", is set to "[Wildcard]". The fourth, "Org Level 3", is set to "[Wildcard]". The fifth, "Org Level 4", is set to "[Wildcard]". At the bottom of the dialog, there are two buttons: "Accept Selections and Return" on the left and "Cancel Selections and Return" on the right.

Operational Steps for "Organizational Selections"

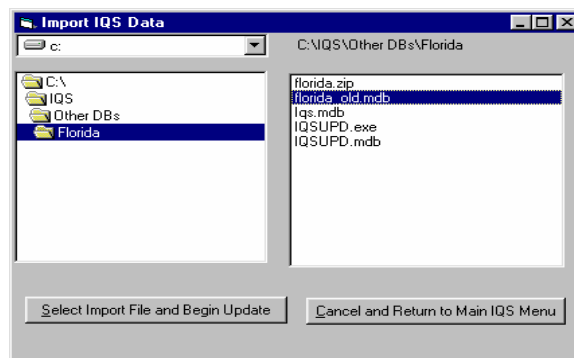
1. Choose the "Organization Selection" button. Click to display the "Select People by Org" screen. This screen displays the Org levels as described in Chapter 3, Reference Data. This allows the user to define and select the "Org Level" of persons within that specific organization. For example, if you want to export individuals within a particular Org Level 2 of your organization, you would select that predetermined "Org Level." This will allow the user export identify all of those individuals within the selected Org Level 2.

IMPORT

The import option is used to import selected data from an MS Access database that has been exported to you from another IQS database or is in a compatible format. The records that you import will be **appended** to any existing data in your database. When data is imported into your IQS database, **if that data contains information currently existing within your database, the imported data will not be transferred/imported.** If you suspect some of your data did not successfully import, you can open your import database after importing in MS Access to see if any records were not loaded. Each table in your import file contains a column called "UpdateMsg." If a record was not loaded, you will see the error code and message in this field.



From the IQS Main screen menu bar, select "Options," then "System Administration," then "Import" by clicking on the items. Navigate to and select the file you want to import. Press "Select Import File and Begin Update" to import the file. The main screen for importing IQS data will be displayed as shown below.



If the file you are importing was created using the "Export Individual" option within IQS, you will be prompted to enter a new set of State-NWCG and Org Level 1-4 values for those individuals being imported.

Note: The following information is set to blank when exporting individuals: State-NWCG, Org Level 1-4, Jets Ports and Availability. You will be prompted to enter the State-NWCG and Org values upon import. You will need to edit the Jet Port and Availability information using IQS "Person/Org" data entry screen.

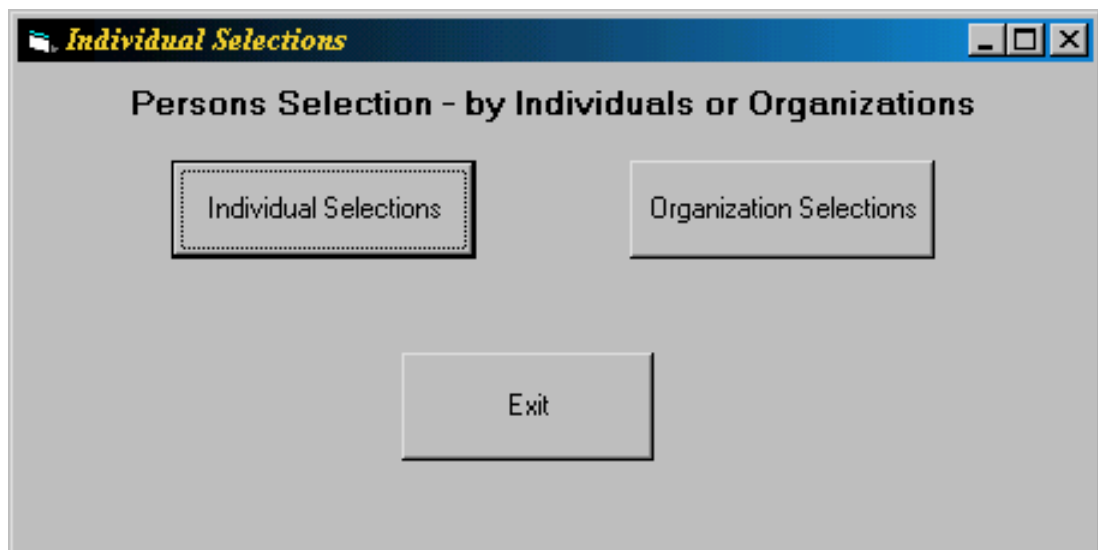
EXPORT INDIVIDUAL

The **Export Individual** option is used to export one or more individuals from an IQS database. Only the data pertinent to the individuals being exported will be included in the file. This is different from the regular Export option where all the data in a reference table selected is included.

The individuals exported from IQS can then be imported into another IQS database using the Import option, as described in the previous section "Import". When importing, the program will recognize that your file contains individuals rather than a regular export file. You will be prompted to supply new organizations for the individuals before the import.

From the IQS Main Screen bar menu, click on "Options" (or do the Alt-O keystroke combination), then choose "System Administration" and "Export Individuals". The group of persons to export can be designated by selecting individuals or organizations.

For example, if you want to export all the persons in your database belonging to one district, then you could indicate this district in the "Organization Selections." Your export file would only contain the individuals from the specified organization. Likewise, if you only wanted to export 1 or more specified individuals from the database, you could indicate those individuals by choosing "Individual Selections."

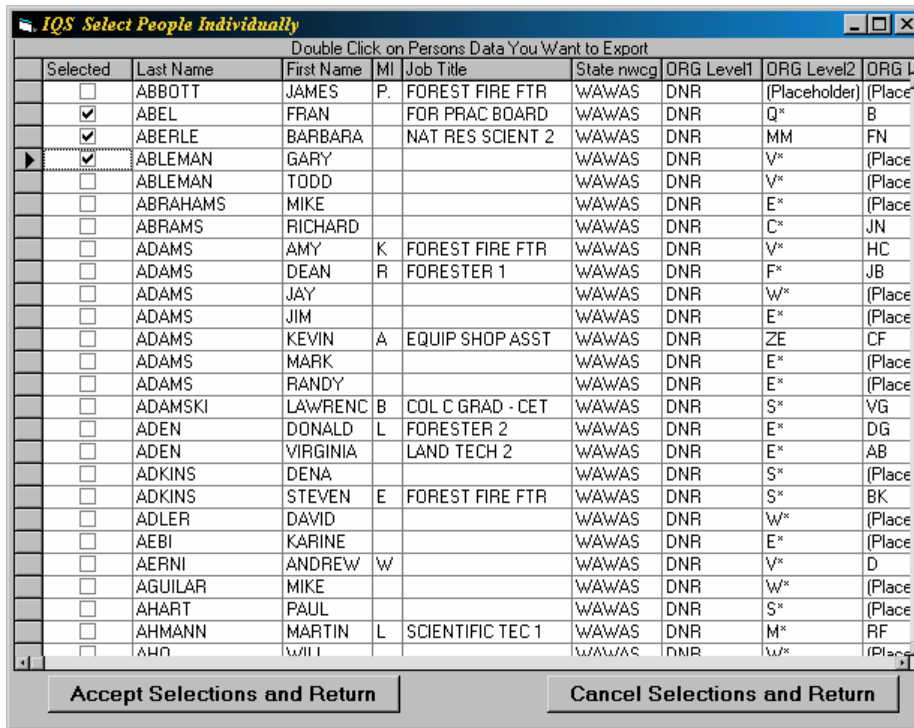


Individual Selections

A screen similar to the screen below will be displayed if you select "Individual Selections." Double-click on the "Selected" column to change the selection value. Data for those persons with a checkmark value in the selected column will be exported. In this case, Abel, Aberle, and Ableman.

Operational Steps for "Individual Selections"

1. Choose the "Individual Selection" button, by clicking on it, to display the "Select People Individually" screen. This section displays each individual within the database by last name, first name, middle initial, job title, and their organization level. (For an explanation of "Organizational Level" see Chapter 3, Reference Data.)



2. Choose the data to export by positioning the cursor in the left-hand column of the record, and double click. A checkmark indicates the data will be included in the export. A double click will highlight the row and change the entry from selected to unselected. This procedure can be used to select multiple records.

Note: The following information is set to blank in the export file and must be updated for the individuals when imported: State-NWCG, Org Level 1-4, Jets Ports and Availability.

Organization Selections

A screen similar to the screen below will be displayed if you select "Organization Selections." Enter the values for the State-NWCG and each Organizational Level for which you would like to use the filter to export data set. You can use the "[Wildcard]" and "[Placeholder]" values as in all other parts of the IQS application. In the example below, the export file will contain all persons belonging to the WA-WAS, DNR and any organization below.

The screenshot shows a dialog box titled "Individual Selection of People By Organization". It features five dropdown menus for selection:

- State-NWCG: WA-WAS
- Org Level 1: DNR
- Org Level 2: [Wildcard]
- Org Level 3: [Wildcard]
- Org Level 4: [Wildcard]

At the bottom of the dialog, there are two buttons: "Accept Selections and Return" and "Cancel Selections and Return".

Operational Steps for "Organization Selections"

1. Choose the "Organization Selection" button. Click to display the "Individual Selection of People by Organization" screen. This screen displays the Org levels as described in Chapter 3, "Reference Data." This allows the user to define and select the "Org Level" of persons within that specific organization. For example, if you want to export individuals within a particular Org Level 2 of your organization, you would select that predetermined "Org Level." This will allow the user to identify all of those individuals within the selected Org Level 2.

EXPORT FOR ROSS

Overview of ROSS Export

An export file can be created from IQS for importing into ROSS (Resource Ordering and Tracking System). The IQS export process will allow users to select individuals by organization or individually to create the export file. The IQS user will need to identify a dispatch organization and a provider in ST-NWCG format for the export file. The provider will usually be the State-NWCG code identified for the individuals within IQS.

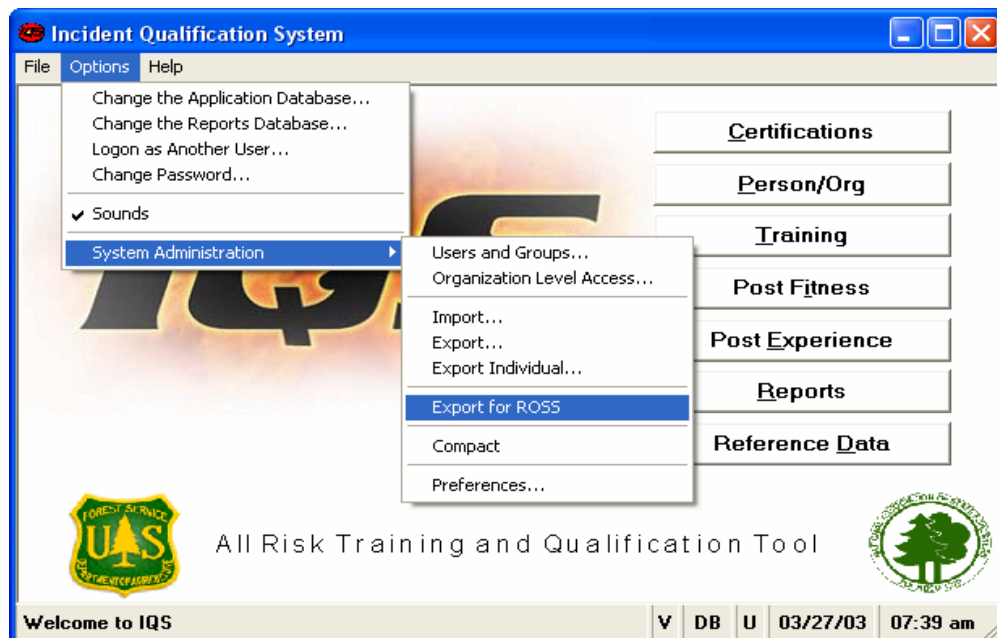
The combination of dispatch organization and providing organization the user supplies for the export will need to be a valid combination recognized by ROSS. You may supply separate files identified by the same dispatch organization but different providers. Submitting separate files with the same provider and different dispatch organizations will most likely result in an invalid organization in ROSS.

ROSS considers all the individuals identified by the providing organization as belonging to the same organization. The IQS interface allows the user to identify whether the import file will replace all individuals in ROSS identified by the same organization as the export file or simply update existing records with data in the import file.

NOTE: The ROSS import requires the Person ID of all exported persons to contain ALL NUMBERS. If you are using characters (a through z) in the IQS person id, the person id should be changed to contain all numbers before exporting those individuals for ROSS. In place of a 2-letter state identifier, please use the numeric state FIPS code. For example instead of CO for Colorado, the FIPS code is 08. The list of these codes can be found at <http://www.itl.nist.gov/fipspubs/fip5-2.htm>

Creating an Export for Ross

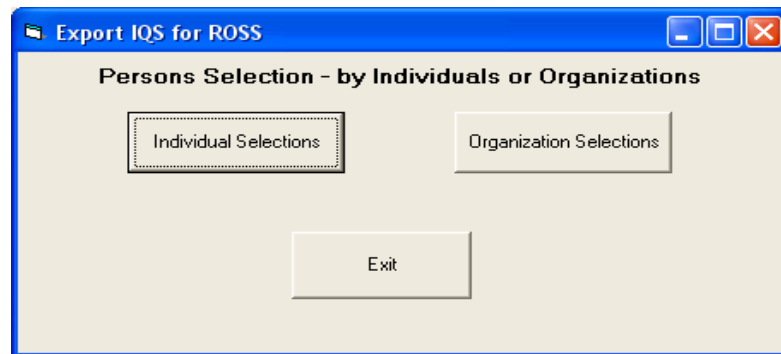
From the IQS Main Menu, select Options/System Administration/Export for ROSS. IQS users must belong to the group IQS Manager or IQS Data Entry to access this option.



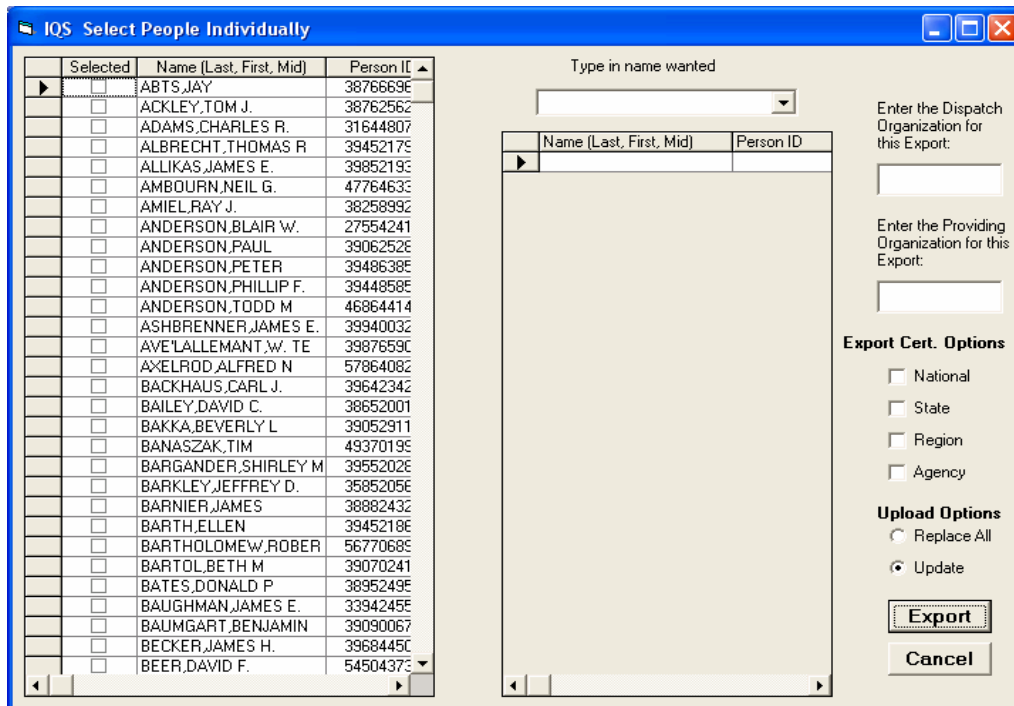
Individual or Organization Selections

Press “Individual Selections” if you would like to create your export file by choosing various persons from throughout your database regardless of their organization.

Press “Organization Selections” if you would like to create your export file by selecting all the individuals from within an organization.



Individual Selections



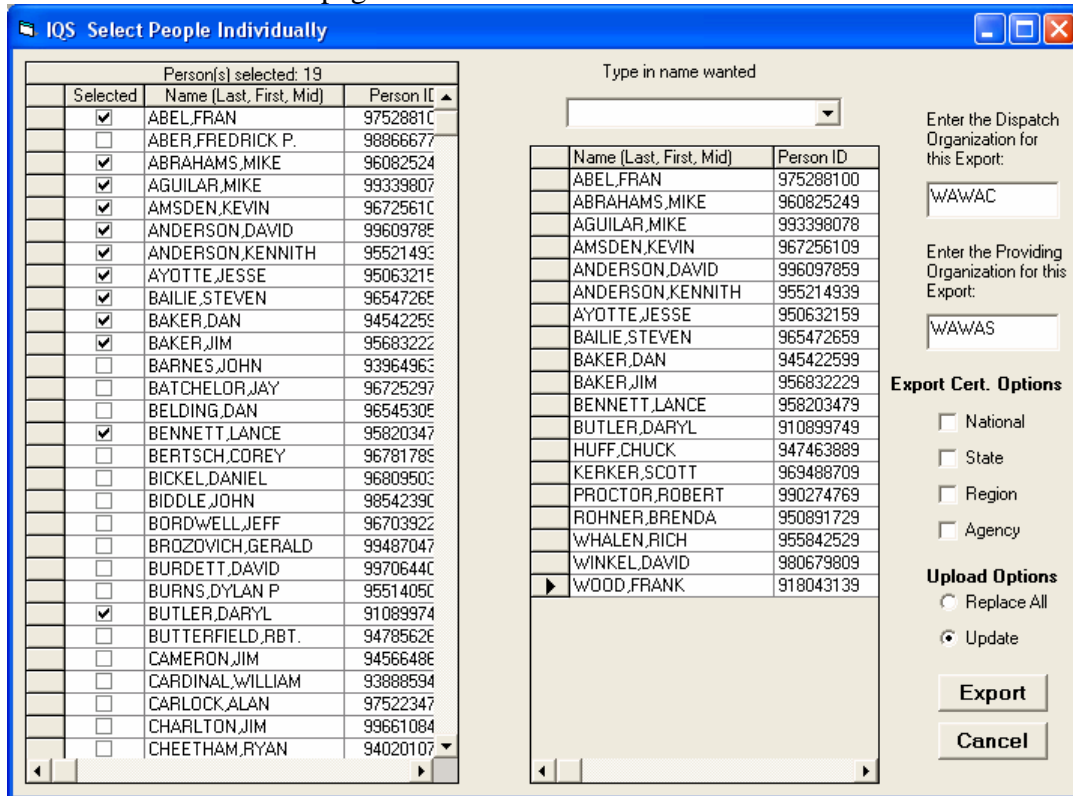
Select one or more persons from the list on the left for inclusion in your export file. To select an individual double-click on the desired row in the “Selected” column. You will see a check mark

appear. The check mark indicates this person is selected. The persons selected will also be listed in the box on the right. Double-clicking again on a check mark will de-select that person. To select several individuals at once, highlight the top row, hold down the Shift key and highlight the bottom row.

Persons with no qualifications will not be displayed in the list.

You can search for persons in the list by using the drop-down in the upper right portion of the screen. Just start typing the name of the person you want to find and select the person from the list. The person will then be displayed with the pointer on the right. **You can add the person you searched for to the list by hitting ENTER or you can check the selected box.**

Once you have selected the persons for your export file, enter the information on the right on the screen as described on the next page.



Dispatch Organization – enter the valid STNWCG organization that is the dispatch center for the individuals in this export file.

Providing Organization – enter the valid STNWCG organization that is the providing organization for the individuals in this export file. This will usually be the IQS STNWCG identified for your individuals. However, if individuals are identified by more than one STNWCG in IQS, you must determine one to assign them for ROSS.

The combination of Dispatch Organization and Providing Organization must be valid within ROSS.

Export Cert. Options – check one or more certification levels to export only certifications of the level(s) indicated. Leaving all blank will select all certifications regardless of level including those with no level defined.

Upload Options –

- **Replace All** – if this option is checked, when this file is imported into ROSS, all individuals belonging to this providing organization will be replaced by those in this export file.
- **Update** – if this option is checked, when this file is imported into ROSS it will update the individuals belonging to this providing organization with the data in this file. New individuals contained in this file will also be added.

Organization Selections

Export IQS for ROSS

Select the organization to be exported

State-NWCG: [dropdown]

Org Level 1: [dropdown]

Org Level 2: [dropdown]

Org Level 3: [dropdown]

Org Level 4: [dropdown]

Enter the Dispatch Organization for this Export: [text box]

Enter the Providing Organization for this Export: [text box]

Export Cert. Options

National

State

Region

Agency

Upload Options

Replace All

Update

Export Cancel

Select the combination of State-NWCG and Org Levels 1 thru 4 that will create the desired list of individuals for export to ROSS. You can use “Placeholder” and “Wildcard” values as you do in all other parts of IQS to include only individuals at a certain org level or all individuals below a certain org level.

Only the organizations you have been given OLA (Organizational Level Access) will be available for selection.

Once you have selected your organization for export, enter the information on the right portion on the screen as described on the next page.

Select the organization to be exported

State-NWCG: WA-WAS

Org Level 1: DNR

Org Level 2: MM

Org Level 3: [Wildcard]

Org Level 4: [Wildcard]

Export

Cancel

Enter the Dispatch Organization for this Export:

WAWAC

Enter the Providing Organization for this Export:

WAWAS

Export Cert. Options

National

State

Region

Agency

Upload Options

Replace All

Update

Dispatch Organization – enter the valid STNWCG organization that is the dispatch center for the individuals in this export file.

Providing Organization – enter the valid STNWCG organization that is the providing organization for the individuals in this export file. This will usually be the IQS STNWCG identified for your individuals. However, if individuals are identified by more than one STNWCG in IQS, you must determine one to assign them for ROSS.

The combination of Dispatch Organization and Providing Organization must be valid within ROSS.

Export Cert. Options – check one or more certification levels to export only certifications of the level(s) indicated. Leaving all blank will select all certifications regardless of level including those with no level defined.

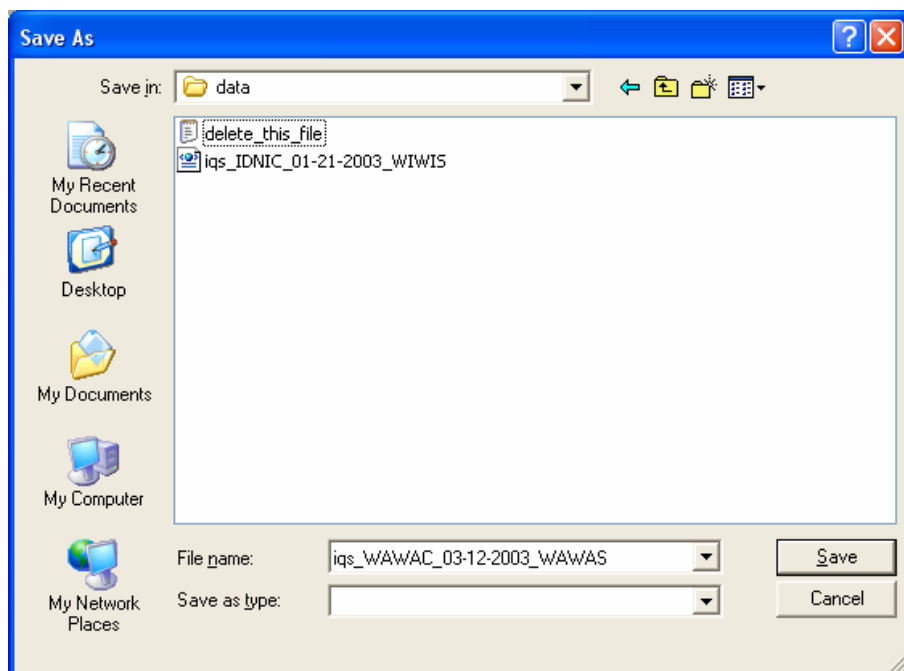
Upload Options –

- **Replace All** – if this option is checked, when this file is imported into ROSS, all individuals belonging to this providing organization will be replaced by those in this export file.
- **Update** – if this option is checked, when this file is imported into ROSS it will update the individuals belonging to this providing organization with the data in this file. New individuals contained in this file will also be added.

Create Export File



In either the Individual or Organization selection screen, press **“Export”** once you have completed the information on the screen and are ready to create the file. Press **“Cancel”** if you want to quit and not create an export file.



After pressing **“Export”**, you will be prompted for a location to file the output file. The filename format is iqs_[dispatch organization]_[mm-dd-yyyy]_[providing organization].

You can choose the location to create the file, but **DO NOT CHANGE THE FILE NAME**.

After the file is created, you will see a message on your screen indicating the file was successfully created.

You are now ready to start ROSS and import this file. Follow the instructions in ROSS for importing a file from IQS. You will need to **UPLOAD** the file you created from your system to ROSS and then perform the import.

For more documentation on using ROSS to import qualifications from IQS, please reference <http://ross.nwcg.gov/> and select User Support then Import Qualifications.

ROSS Export Technical Notes

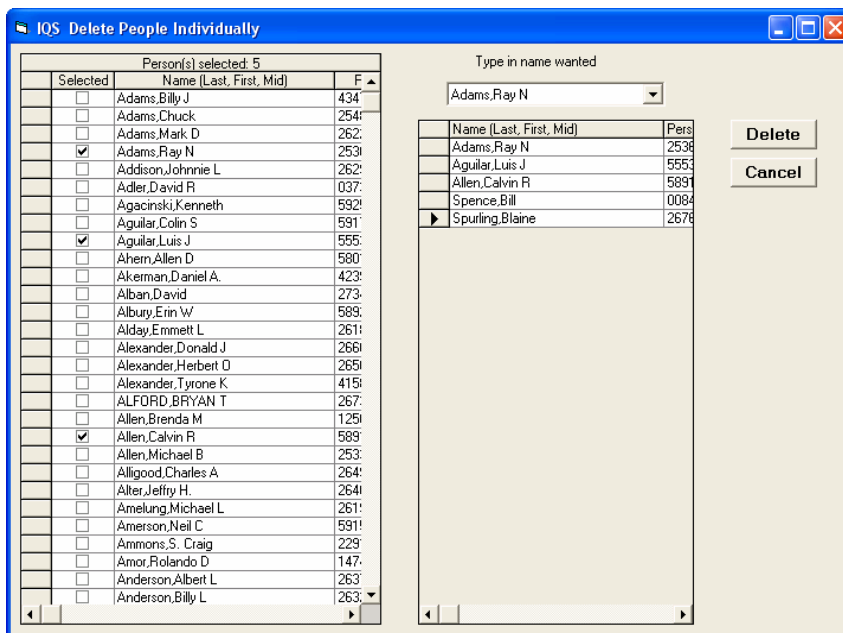
The following IQS data is included in the ROSS export file:

- Social Security Number (encrypted in file)
- Last Name
- First Name
- Middle Initial
- Providing NWCG
- Employment Status
 - ROSS recognizes PFT, PPT, EFF or SEA. Other values in employment status will be set to null when imported.
- Sex
- Weight
- Jet Port
- Electronic Address
- Home Phone, Work Phone, Pager Phone
- Fitness Level, Fitness Expiration Date
- Dispatch NWCG
- Qualifications
 - Qual Type
 - Only type JOB or TRN are selected by IQS.
 - Qual Code –
 - Only qualifications where persons fitness level is adequate for the position are selected by IQS.
 - ROSS imports only qualifications with valid codes within ROSS. Invalid codes will not be imported and will show as an error in the log; however, the person will still be imported and any of their valid qualifications.
 - Expiration Date
 - Only current qualifications are selected by IQS.
 - Priority
 - IQS selects qualifications with either null or not null priority. Priority is NOT exported to ROSS.

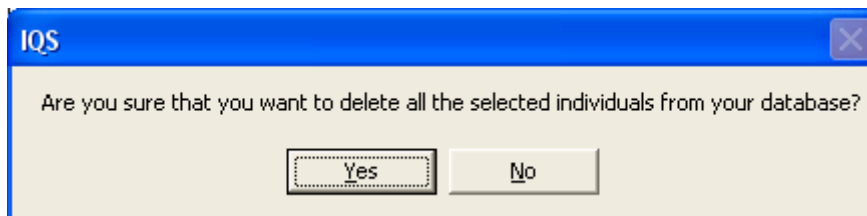
DELETE INDIVIDUALS

The **Delete Individuals** option is used to delete one or more individuals from an IQS database. This option will **PERMANENTLY** delete the individuals you select from the database. The only recovery would be to use a previous IQS database file that you have as a backup.

From the IQS Main Screen bar menu, click on "Options" (or do the Alt-O keystroke combination), then choose "System Administration" and "Delete Individuals". The person(s) to delete can be designated by selecting individuals. If you want to delete all the individuals in an entire organization, then use the option "Delete Individuals by Org".



Once you have selected the individuals you want to delete from the database, press the "Delete" button on the far right. You will be prompted with the message below asking if you are sure you want to delete the selected persons from the database. If you answer "Yes", the persons will be permanently deleted. Selecting "No" will exit the option with no changes made.

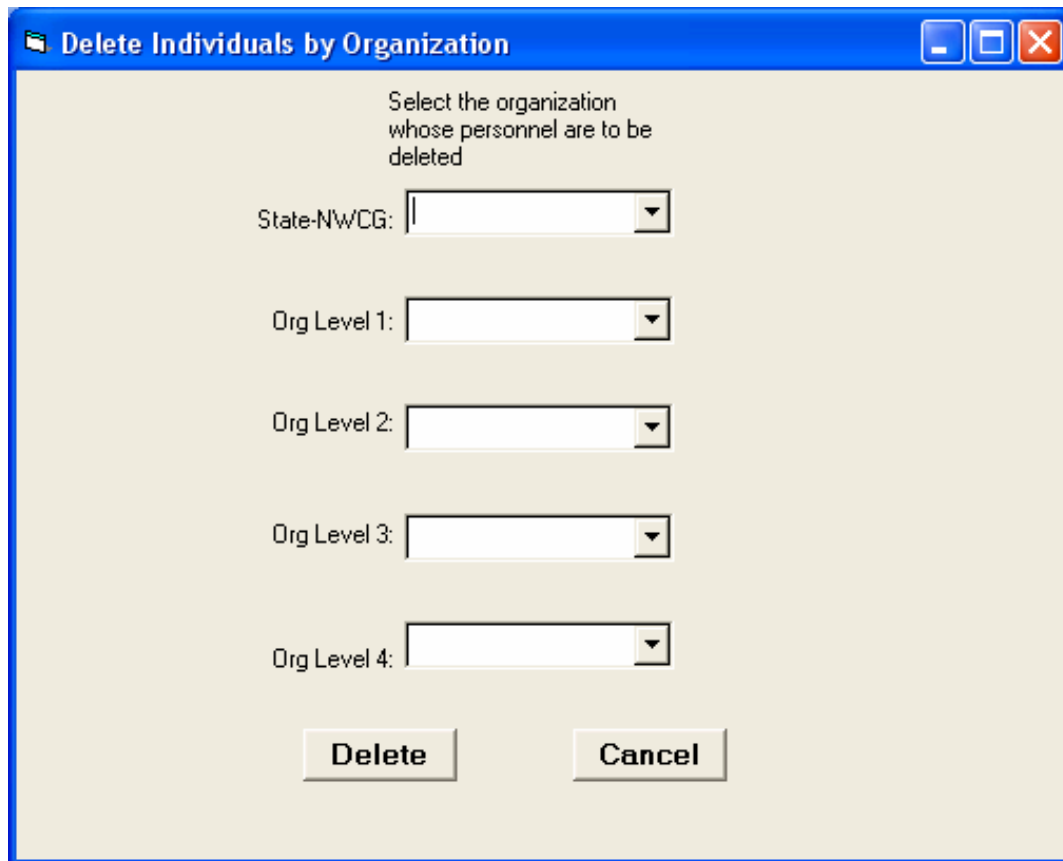


If you opt to delete the persons selected, a text file named IQSDeletes.txt is created. This file lists the names of the persons you have deleted plus the date deleted and the username of the IQS user that performed the delete. This file is appended to every time you delete persons from the database. You can view the file in notepad. A message will be displayed telling you the filename and path.

DELETE INDIVIDUALS BY ORG

The **Delete Individuals by Org** option is used to delete all the individuals in an organization from an IQS database. This option will **PERMANENTLY** delete the individuals in the organization you select from the database. The only recovery would be to use a previous IQS database file that you have as a backup.

From the IQS Main Screen bar menu, click on "Options" (or do the Alt-O keystroke combination), then choose "System Administration" and "Delete Individuals by Org".



Select the organization whose personnel are to be deleted

State-NWCG:

Org Level 1:

Org Level 2:

Org Level 3:

Org Level 4:

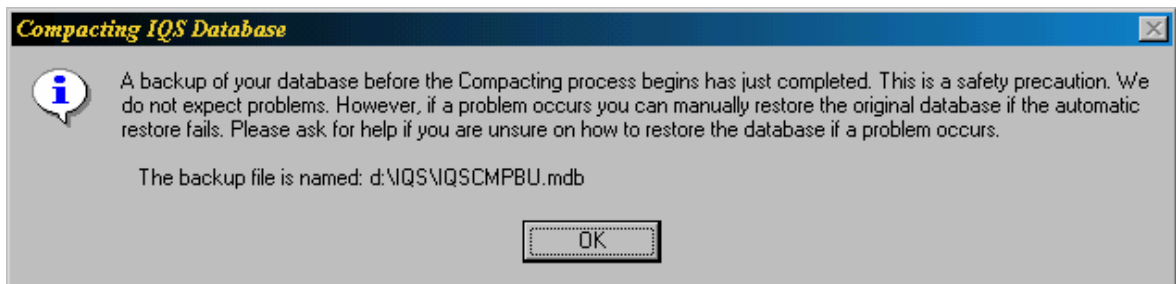
Select the organization to which the persons you want to export belong and press "Delete". A text file named IQSDeletes.txt is created. This file lists the names of the persons you have deleted plus the date deleted and the username of the IQS user that performed the delete. This file is appended to every time you delete persons from the database. You can view the file in notepad. A message will be displayed telling you the filename and path.

COMPACT

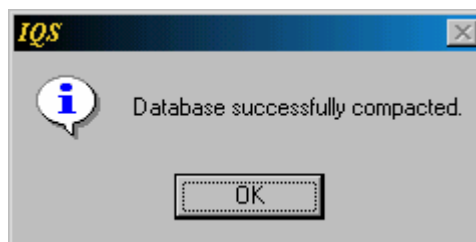
Over time as you use your IQS database, it may become fragmented. This option compacts fragmented data in your IQS database. Compacting will also realign the alpha indexes of the references data tables. **Only one user in the IQS database should perform this operation. If you are on a network, make sure there are no other users running IQS.** It is recommended you compact your database weekly. During peak use, you may want to compact daily.

Operational Steps

1. From the IQS main screen menu bar, select "Options," then click on "System Administration," then "Compact." You will then be able to view the "Compacting IQS Database" screen.
2. The message screen below will be displayed when you choose this option. Press "OK" to continue with the compact process.



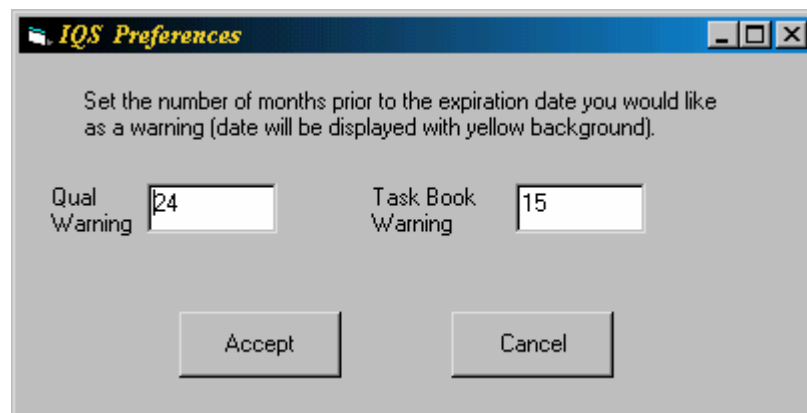
3. When your database has been successfully compacted, you will see the message below:



PREFERENCES

This option is used to set warning periods for Qualifications and Task Books. The value you supply is used to calculate and display an expiration that is within the warning periods YELLOW in the data entry screens. This gives a quick visual to see which qualifications or task books may be close to expiration for an individual.

Enter the number of months prior to the expiration date you would like as a warning. Click on accept to update the file.



BACKUP

Routine backup times for IQS should be defined. It is recommended you back up the database with your regular back up procedures. During periods of high IQS use (pre-training season; pre-fire season), we recommend the database be backed up daily.

For Stand-Alone configurations, the folder *iqs* and all its contents should be routinely backed up. At a minimum, the files *iqs.mdb* and *iqs.mdw* should be backed up whenever changes or additions to the IQS data are made.

For Network configurations, the files *iqs.mdb* and *iqs.mdw* located on the network should be routinely backed up.

To restore a backup file, simply copy the backed up files over your existing files. **Be aware that copying over your existing file will completely replace the data you are currently using.**

For more information on the IQS files and system configuration, refer to Appendix B, System Configuration.

NOTES

NOTES

CHAPTER

3

Reference Data

EDITING REFERENCE DATA

The “Reference Data” option on the main menu has several sub-menu options that allow the user to edit the reference information associated with each option. The IQS user must belong to the “IQS Manager” group to access the majority of the sub-menu items.



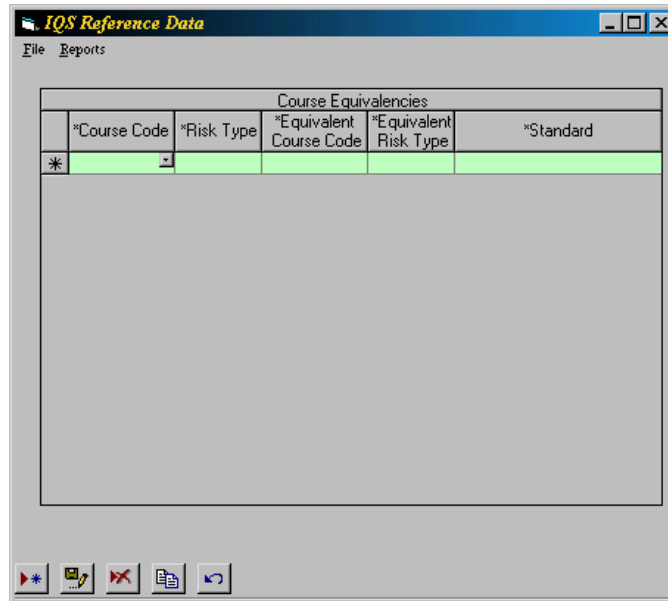
The screen design and operation is generally the same for all the options. The items above the gray line have multiple grids while the menus below the gray line are single grids. Examples of each type of screen follow.

Key Movement

- The “*” symbol to the left of a row indicates a new record.
- The pencil symbol to the left of a row indicates the record is being edited.
- Press ENTER or TAB to save a new entry or edit in a field, Press ENTER again to move to the next field.
- Use LEFT or RIGHT Arrow keys to move from field to field.
- Use UP or DOWN Arrow keys to move from record to record.
- Press ESC before leaving a field to undo changes within that field.
- Press UNDO before leaving a record to undo all changes to the record.
- To delete a record, highlight the row by clicking in the far left-hand column and press DELETE.
- Within each field, you can only type as many characters as the field allows.

NOTE: When the cursor is first positioned in a field containing data, the value is highlighted. To edit the data, click inside the field so that you see a blinking cursor. Press ENTER to accept the changes. Press ESC to undo your changes within a field if you have not moved off the field. Click the UNDO toolbar option to undo changes to any field within a record if you have not moved off the record. **Once you move your cursor out of the record you are editing, your changes are automatically saved.**

COURSE EQUIVALENCIES



Editing Course Equivalency

The course equivalency screen allows you to define courses that are equivalent to one another. This information is used when displaying the suggested and required training prerequisites for a person's Target Position (Certifications/Target Position). If a suggested or required training has an equivalent course defined, an asterisk "*" will appear next to that prerequisite course code. If a person has completed the equivalent course, a check will appear in the box next to that course prerequisite.

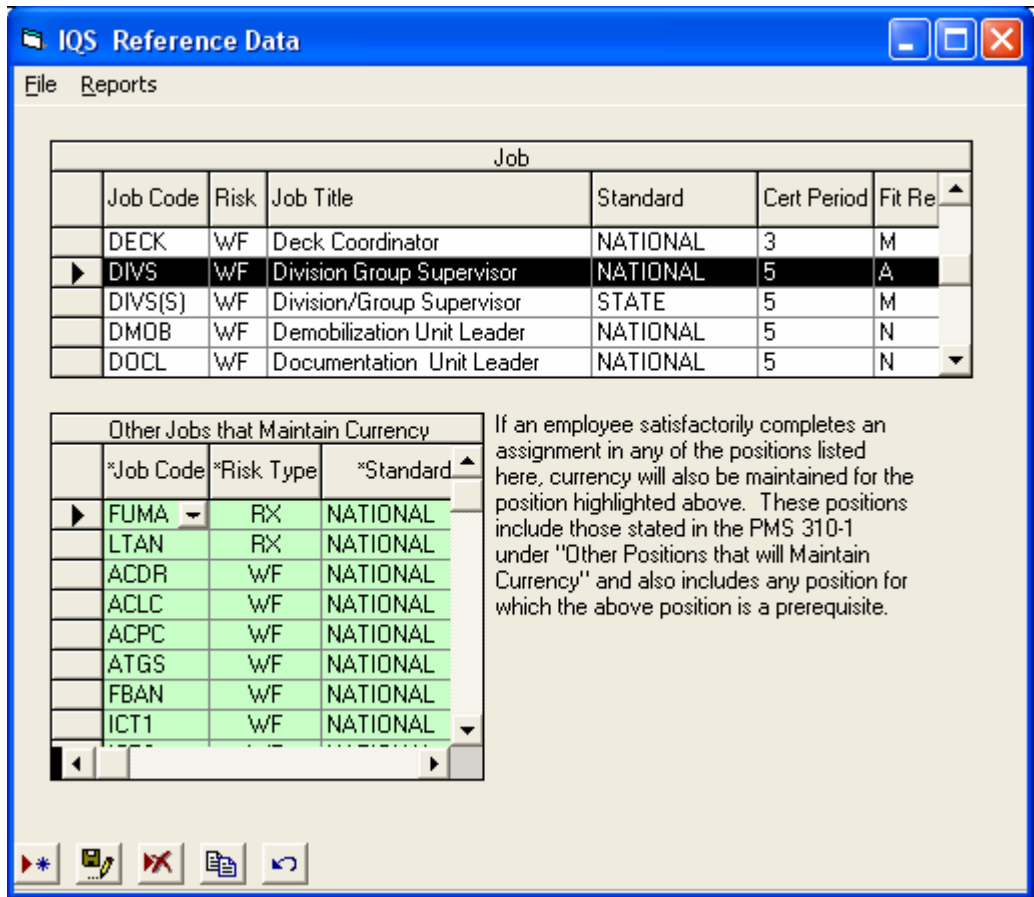
Both the course code and the equivalent course code must be in the IQS system prior to defining an equivalency. If the course code is not in the drop down list, exit this screen and add that course via the "Reference Data/Courses" option.

Course Equivalency Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
* Course Code	(Text, 10)	Course Code of current National level course.
* Risk Type	(Text, 2)	Type of risk to which the training pertains.
* Equivalent Course Code	(Text, 10)	Code of equivalent course. This course must exist in the courses table prior to making an equivalency. Example: a historic course no longer offered.
* Equivalent Risk Type	(Text, 2)	Type of risk to which the training pertains.
* Standard	(Text, 10)	Level of standard by which course equivalency is defined (National, State, Region, Agency Specific). National level codes are based on NWCG 310-1.

JOB CURRENCY



Editing Job Currency

This screen is used to define other positions that will maintain their currency through experience on an incident.

The "Job" grid is display only. When the form is opened, all jobs available in the IQS database will be displayed. When a job is selected, the other positions that job maintains currency for will be displayed in the bottom grid. The user can add, delete and edit the other positions that the highlighted job maintains currency for.

The job currency information is used when experience is entered for an individual (Certifications/Experience). If an employee satisfactorily completes an assignment, IQS also updates the currency for other positions based on this table.

The NATIONAL data distributed in this table is based on the NWCG PMS 310-1 Guide January 2000.

Job Currency Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
* Job Code	(Text, 10)	Job code of assignments that will maintain currency for "job code."
* Risk Type	(Text, 2)	Risk type of the job assignment that will maintain currency for "job code."
*Standard	(Text, 10)	Level of standard by which job currency is defined (National, State, Region, Agency Specific). National level codes are based on NWCG 310-1

NOTE: The "Job" grid is display only. When the form is entered, all the jobs available in the IQS database will be displayed. When a job is selected, the "Job Currency" grid displays the positions that will maintain currency for the selected job.

JOB PREREQUISITES

Jobs

Job Code	Risk	Job Title	Standard	Cert Pe	Fit Re
DIVS	WF	Division Group Supervisor	NATIONAL	5	A
DMOB	WF	Demobilization Unit Leader	NATIONAL	5	N
DOCL	WF	Documentation Unit Leader	NATIONAL	5	N
DOZB	WF	Dozer Boss (Single Resource)	NATIONAL	5	A
DPRO	WF	Display Processor	NATIONAL	5	N

Experience Prerequisites

*Type	*Job Code	*Risk Type	*Group Number	*Standard
JOB	TFLD	WF	1	NATIONAL
TRN	DIVS	WF	1	NATIONAL
JOB	ICT3	WF	2	NATIONAL
TRN	DIVS	WF	2	NATIONAL
*				

Training Prerequisites

*Course Code	*Risk Type	*Type	*Standard
S-339	WF	Required	NATIONAL
*			

Editing Job Prerequisites

The job prerequisites screen is used to define the experience and training required to perform a given job. The “Job” grid is display only. When the form is opened, all jobs available in the IQS database will be displayed. When a job is selected, the experience prerequisites for that position are displayed in the middle grid and the training prerequisites for that position are displayed in the bottom grid.

This information is used to show the position requirements when entering a person’s target position (Certifications/Target Position).

The NATIONAL data distributed in this table is based on the NWCG PMS 310-1 Guide January 2000.

Job Prerequisites Field Definitions

Experience Prerequisites

(* required)

FIELD	DEFINITION	DESCRIPTION
*Type	(Text, 2)	Indicates whether the prerequisite is as a Trainee (TRN) or Position (JOB) assignment.
*Job Code	(Text, 10)	Job code of course's prerequisite job.
*Risk Type	(Text, 2)	Type of risk which training pertains.
*Group Number	(Number/ Double, 8)	The group number indicates a set of prerequisites that together must all be satisfied in order for the requirement to be met. Each group is a possible combination of positions a person must have performed to be qualified. If they meet all the requirements in any one group, they satisfy the prerequisite.
*Standard	(Text, 15)	Level of standard by which course prerequisites is defined (National, State, Region, Agency Specific). National level codes are based on NWCG 310-1.

Training Prerequisites

(* required)

FIELD	DEFINITION	DESCRIPTION
*Course Code	(Text, 50)	Course code of job's prerequisite course.
*Risk Type	(Text, 2)	Type of risk to which training pertains.
*Type	(Text, 2)	Indicates whether the prerequisite is for required training or suggested training.
*Standard	(Text, 50)	Standard by which this prerequisite is defined.

STATION ADDRESSES

Station Addresses			
*Station Address	*City	*State	Zip Code 99999-9999
▶ 141 Cedar Street	Augusta	MT	59410
2112 Tree Lined Way	Funnyville	MT	59999
*			

Organization Associated With Selected Station Address				
State-NWCG	Org Level 1	Org Level 2	Org Level 3	Org Level 4
▶ WAWAS	DNR	Q*	B	(Placeholder)
*				

Find Organization Address ▾

Editing Station Addresses

This screen is used for maintaining Station Addresses and the Organizations (*the term Organizations implies a unique combination of State-NWCG and Orgs Level 1 – 4*) that are associated with an address. A station address can be used for one or more organizations; however each organization level combination can only be assigned one address. The records displayed are sorted by: city, state and zip. This screen can also be accessed from the “Person/Organization” screen by right-clicking over the station address fields.

To add or edit an organization for a particular address, highlight the address record in the Station Addresses grid. The bottom grid will display any organizations currently associated with this address. You can edit, insert or delete the organization associated with the selected address.

No data is distributed nationally with this table.

Station Addresses Field Definitions

Station Addresses

(* required)

FIELD	DEFINITION	DESCRIPTION
*Station Address	(Text, 100)	Street or P.O. Box address for station.
*City	(Text, 30)	City where station is located.
*State	(Text, 2)	State where station is located.
*Zip	(Text, 10)	Zip code of the station's address.

Organization Associated with Selected Address

(* required)

FIELD	DEFINITION	DESCRIPTION
*State-NWCG	(Text, 5)	State and NWCG unit identifier for the organization being associated with a station address.
*Org Level 1	(Text, 20)	Abbreviation of Level 1 Org code for the organization being associated with a station address.
*Org Level 2	(Text, 20)	Abbreviation of Level 2 Org code for the organization being associated with a station address.
*Org Level 3	(Text, 20)	Abbreviation of Level 3 Org code for the organization being associated with a station address.
*Org Level 4	(Text, 20)	Abbreviation of Level 4 Org code for the organization being associated with a station address.

CERTIFIERS

Certifiers	
*IQS Certifier's Name (Last, First)	Inactive Date (mm/dd/yyyy)
BILL WILBURN	
BILL WILLIAMS	
BILL, FISHER	
BOB BARNARD	
BOB HOFFMAN	01/01/2000
BOB REIS	
BONNIE BUNNING	
BRUCE CLUFF	
BRUCE HOLLOWAY	
CDF-FIRE MAR	
CHRIS SKINNER	
CHUCK FRAME	
DAVE BEAN	
DAVE LUSE	01/01/2000
DAVE ZIBELL	
DAVID LUSE	
DIANE JOHNS	
DICK DUNTON	
DICK GORMLEY	
DOT	
FAA	
FISHER FOR LJ	
FORREST KOPPEL	

Editing Certifiers

This table is used to identify the people who can certify qualifications and task books within the IQS system (Certifications/Qualifications or Task Books).

No data is distributed nationally with this table.

Certifiers Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
*Certifier Name	(Text, 35)	Name of the person who can certify qualifications for a person in the IQS database. Enter last name, first name.
Inactive Date	Date/Time	Date this person no longer is a certifier.

COURSES

The screenshot shows a window titled "IQS Reference Data" with a menu bar containing "File" and "Reports". The main area displays a table of courses with the following columns: *Risk Typ, *Course I, *Title, *Hours, *Standard, Course Type, and Active Date mm/dd/yyyy. The table lists 25 courses, including "Prescribed Fire Burn Boss", "Introduction to Fire Effects", "Smoke Management Techniques", "Applied Fire Effects", "Advanced Fire Use Applications", "Dispatch Recorder", "Support Dispatcher", "Coordinator", "Supervisory Dispatcher", "Introduction to ICS", "Basic ICS", "Intermediate ICS", "Advanced ICS", "Multi-Agency Coordinator", "ICS for Executives", "Interagency Aviation Management & Sa", "Staging Area Manager", "Display Processor", "Status/Check-in Recorder", and "Ordering Manager".

*Risk Typ	*Course I	*Title	*Hours	*Standard	Course Type	Active Date mm/dd/yyyy
RX	RX-300	Prescribed Fire Burn Boss	40	NATIONAL	CLASSROOM	01/01/2000
RX	RX-310	Introduction to Fire Effects	36	NATIONAL	CLASSROOM	
RX	RX-410	Smoke Management Techniques	28	NATIONAL	CLASSROOM	01/01/1994
RX	RX-510	Applied Fire Effects	40	NATIONAL	CLASSROOM	
RX	RX-580	Advanced Fire Use Applications	40	NATIONAL	CLASSROOM	01/01/2000
WF	D-110	Dispatch Recorder	12	NATIONAL	CLASSROOM	01/01/1999
WF	D-310	Support Dispatcher	32	NATIONAL	CLASSROOM	
WF	D-480	Coordinator	32	NATIONAL	CLASSROOM	
WF	D-510	Supervisory Dispatcher	32	NATIONAL	CLASSROOM	
WF	I-100	Introduction to ICS	4	NATIONAL	CLASSROOM	
WF	I-200	Basic ICS	8	NATIONAL	CLASSROOM	
WF	I-220	Basic ICS	8	NATIONAL	CLASSROOM	
WF	I-300	Intermediate ICS	16	NATIONAL	CLASSROOM	
WF	I-400	Advanced ICS	16	NATIONAL	CLASSROOM	
WF	I-401	Multi-Agency Coordinator	32	NATIONAL	CLASSROOM	01/01/2000
WF	I-402	ICS for Executives	8	NATIONAL	CLASSROOM	01/01/2000
WF	IAMS	Interagency Aviation Management & Sa	40	NATIONAL	CLASSROOM	
WF	J-236	Staging Area Manager	0	NATIONAL	CLASSROOM	
WF	J-244	Display Processor	0	NATIONAL	CLASSROOM	
WF	J-248	Status/Check-in Recorder	0	NATIONAL	CLASSROOM	
WF	J-252	Ordering Manager	0	NATIONAL	CLASSROOM	

Editing Courses

This screen is a list of training courses. The course information is used throughout the IQS system. The courses are used to identify planned and completed training for an individual (Certifications/Training), define the training requirements for a job (Reference Data/Job Prerequisites), schedule training courses (Training/Schedule Training) and any other place where courses are used in the system.

Locally defined courses can be added to this list of NATIONAL courses. Local courses should be identified as either STATE, REGION, or AGENCY SPECIFIC. The courses identified as NATIONAL will be maintained as a nationally supported and approved reference set. Only those identified as NATIONAL may be updated or overwritten in future IQS updates.

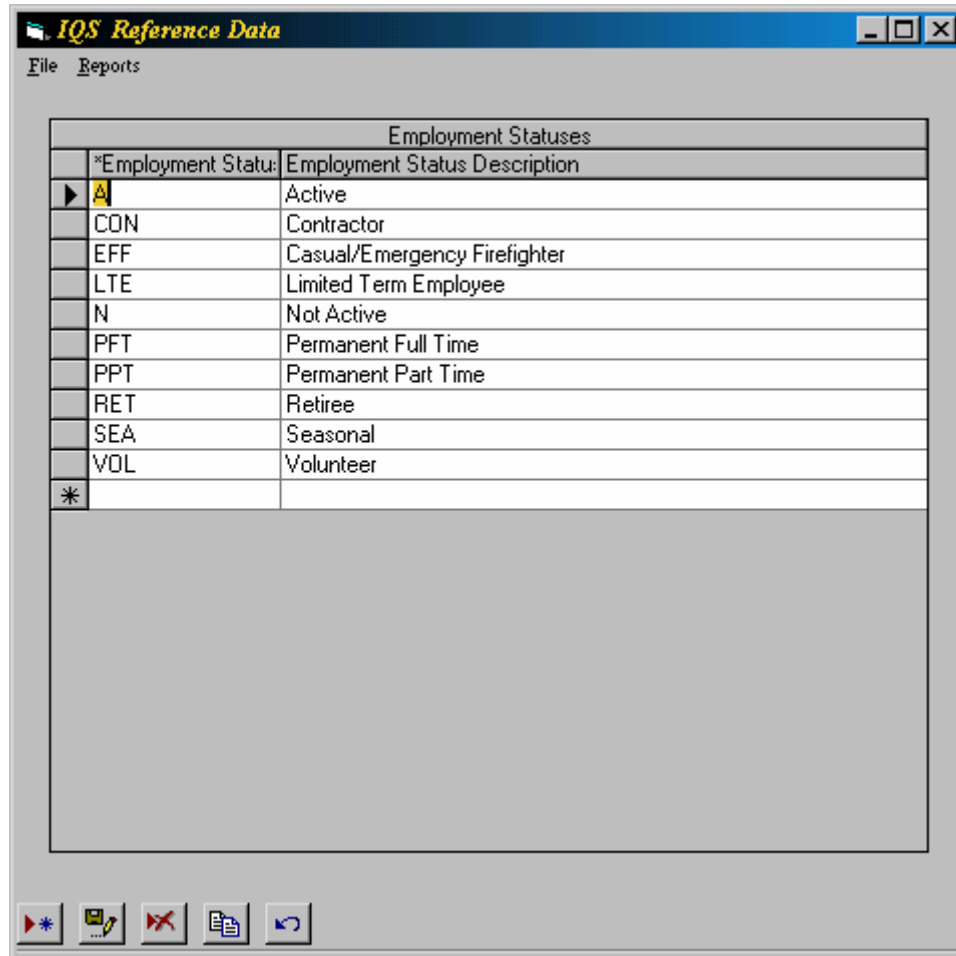
The NATIONAL data distributed in this table is based on the NWCG PMS 310-1 Guide January 2000.

Courses Field Definitions

(*required)

FIELD	DEFINITION	DECRPTION
*Risk	(Text, 2)	Type of risk to which the training pertains.
*Course	(Text, 10)	Course code (agency specific courses usually are numbered below 100).
*Title	(Text, 50)	Course title.
*Hours	(Number/ Double, 10)	Number of hours required to complete the course.
*Standard	(Text, 10)	Levels of standard by which course is defined (National, State, Region, Agency Specific). National level codes are based on NWCG 310-1 for WF and RX risk types.
Course Types	(Text, 10)	The type of course.
Active Date	(Date/Time, 8)	The date the course was offered on curriculum (mm/dd/yyyy).
Inactive Date	(Date/Time, 8)	The date the course is no longer offered on curriculum (mm/dd/yyyy).

EMPLOYMENT STATUSES



Editing Employment Statuses

The employment status code is used when identifying an employment status for an individual (Person/Organization).

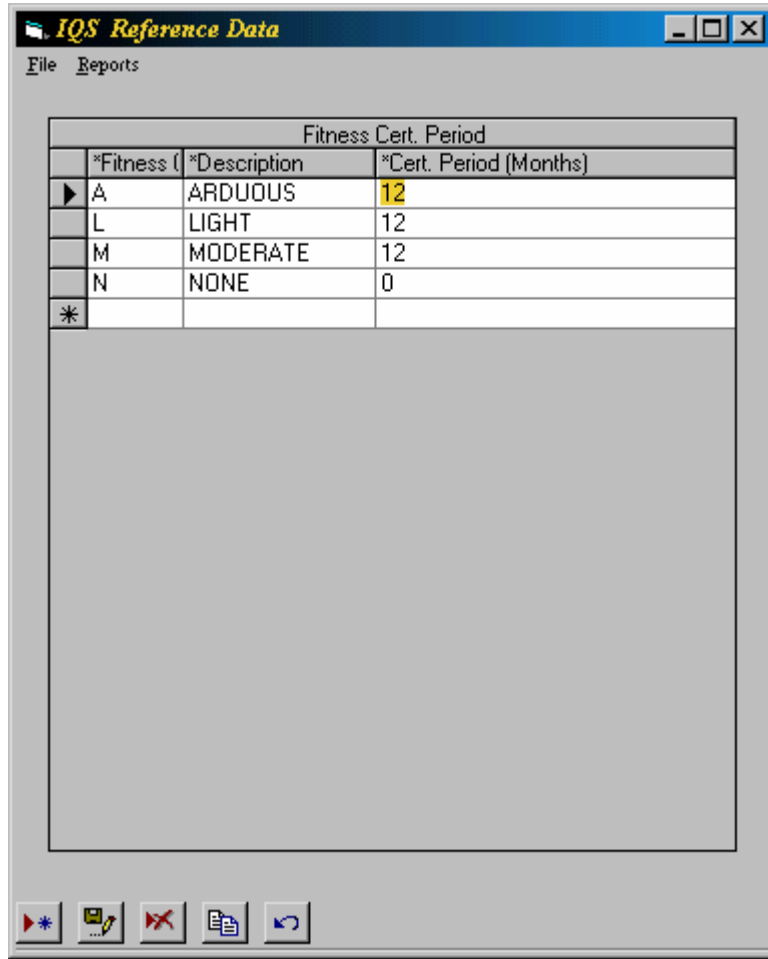
The values in this table can be added/deleted or modified to meet your agency or unit needs.

Employment Statuses Field Descriptions

(* required)

FIELD	DEFINITION	DESCRIPTION
*Employment Status	(Text, 3)	Code for employment status.
Employment Status Description	(Text, 40)	Description of employment status code.

FITNESS CERTIFICATION PERIOD



Editing Fitness Level

This screen is used to modify the fitness certification period. The fitness levels A (arduous), M (moderate), L (light), and N (none) are a standard for IQS and **cannot be modified**; however a unit **can customize the certification period**. The certification period is used when calculating the expiration date for a person's fitness (Post Fitness).

Fitness Cert. Period Field Definitions

(* required)

FIELDS	DEFINITION	DESCRIPTION
*Fitness	(Text, 1)	Fitness level code. (Display only)
*Description	(Text, 50)	Fitness level description. (Display only)
*Cert. Period (months)	(Number/ Integer, 2)	Number of months for which fitness level is valid.

INCIDENTS

*Incident No.	*Incident Name	*Risk Typ	*Start Da	Mgmt Le	Size Clas	Fuel Type
▶ IITest	Big Fire	WF	01/01/20			
E00608311997	JUNIPER DUNES	WF	08/31/19			
H280108261997	WA BENTON CO FIRE	WF	08/26/19			
V22408231997	PERRY ROAD	WF	08/23/19			
E00408141997	GOLD CREEK	WF	08/14/19			
V05508141997	RED LAKE	WF	08/14/19			
V05608141997	NEWKIRK	WF	08/14/19			
E00808121997	STAR	WF	08/12/19			
E00208031997	POW WAH KEE	WF	08/03/19			
E30308031997	PAW WAH KEE	WF	08/03/19			
E06608021997	CUMMINGS	WF	08/02/19			
E00107211997	DISTRICT LINE	WF	07/21/19			
E00507211997	CORFU	WF	07/21/19			
E00307141997	CHUCKER LAKE	WF	07/14/19			
W00405191997	LIMERICK	WF	05/19/19			
E12210121996	LONG TOM CANYON	WF	10/12/19			
E10909281996	CRINKLEWOOD	WF	09/28/19			
H015409141996	WA ABC MISC	WF	09/14/19			
E09809131996	FIELD SPRINGS	WF	09/13/19			
H025209111996	OR BULL FIRE	WF	09/11/19			
H2044108311996	WA HAYWARD	WF	08/31/19			
E08708201996	RHOENIX	WF	08/20/19			

Editing Incidents

This screen is used to record the incidents to which your personnel have had assignments. The incidents are used when recording experience for an individual (Certifications/Experience). **The incident must be in this list before being able to record a person's experience at the incident.** Records can also be edited in this table from the "Post Experience" option.

Incident Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
*Incident	(Text, 15)	Incident Number.
*Incident Name	(Text, 40)	Incident name.
*Risk	(Text, 2)	Incident risk type.
*Start	(Date/ Time, 8)	Date the incident started. Format mm/dd/yyyy
Mgmt	(Text, 50)	Incident Management level (I, II, III, IV, V).
Size	(Text, 10)	Size class of incident.
Fuel Type	(Text, 10)	Type of fuel at incident.

INCIDENT FUEL TYPES

Incident Fuel Types	
*Fuel Typ	Description
01	Grass group - rapidly moving surface fire
02	Grass group - surface fires where herbaceous material, besides litter and dead-down stemwood from overstory, contribute to
03	Grass group - most intense of grass group and display high rate of spread under influence of wind
04	Shrub group - fire intensity and fast spreading fires involve foliage and live and dead fine woody material in the crowns of con
05	Shrub group - fire is generally carried in the surface fuels made up of litter cast by the shrubs and the grasses or forbs in the
06	Shrub group - fires carry through the shrub layer where the foliage is more flammable than fuel model 5, but require moderate
07	Shrub group - fire burns through the surface and shrub strata equally. Ifre can occur at higher dead fuel moisture contents
08	Timber group - slow burning ground fire with low flame heights are generally the case, although an occasional "jackpot" or h
09	Timber group - fires run through the surface litter faster than model 8 and have higher flame height. Both long-needle conife
10	Timber group - the fires burn in the surface and ground fuels with greater fire intensity than other timber litter models.
11	Logging slash group - fires are fairly active in the slash and herbaceous material intermixed with the slash.
12	Logging slash group - rapidly spreading fires with high intensities capable of generating firebrands can occur.
13	Logging slash group - fire is generally carried by a continuous layer of slash. Large quantities of >3 inch material are present
*	

Editing Incident Fuel Types

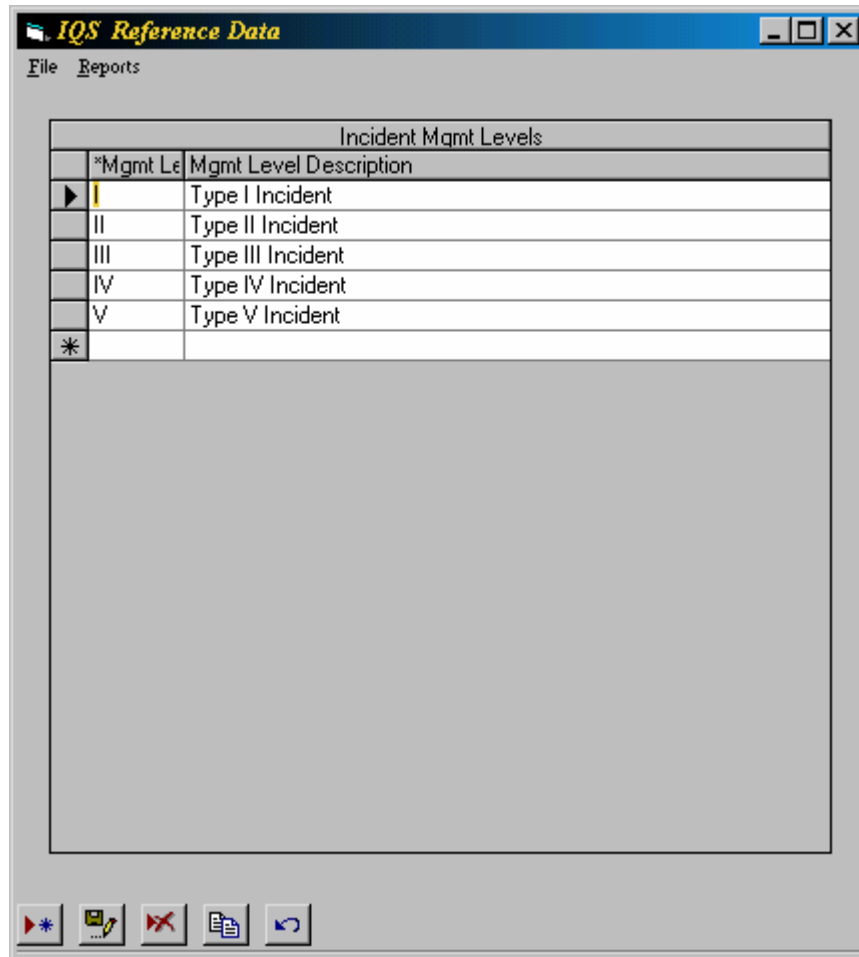
This screen is used to edit the fuel type codes that categorize the fuel type for a wildland fire incident. The data distributed within this table are the types associated with the fire behavior courses.

Incident Fuel Type Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
*Fuel Type	(Text, 2)	Code that describes fuel type for a wildland fire incident.
*Description	(Text, 200)	Description of fuel type code

INCIDENT MANAGEMENT LEVEL



Editing Incident Management Level

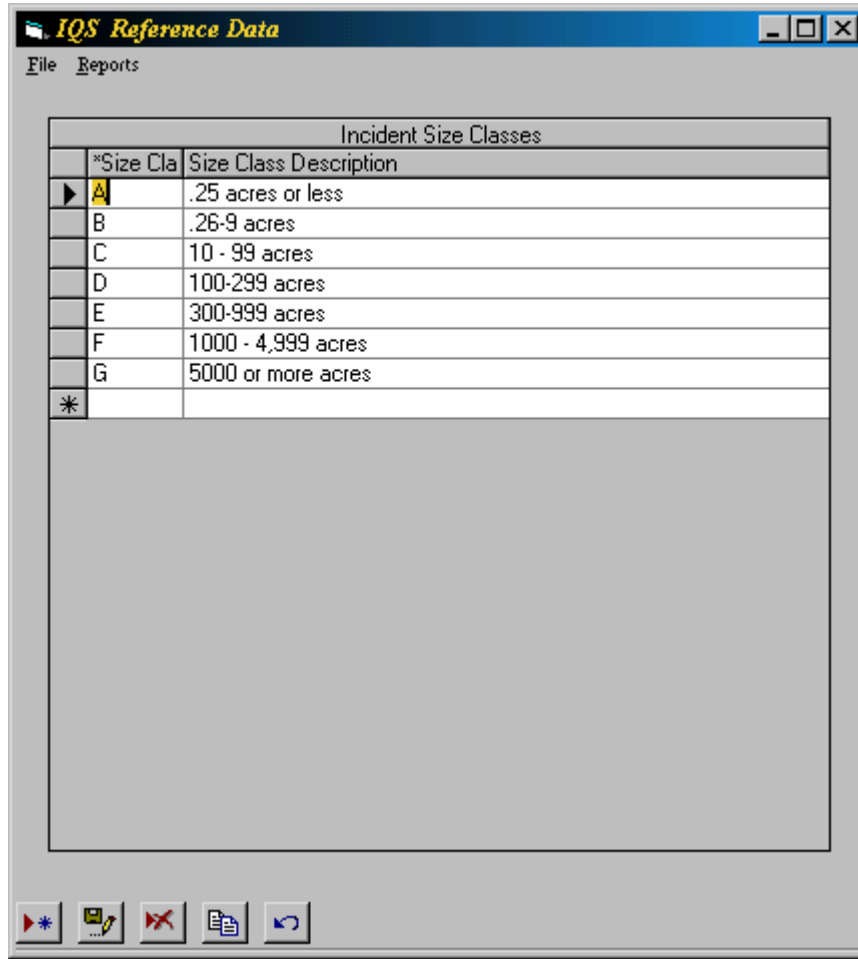
This screen is used to edit the management level codes that categorize the management level for a wildland fire incident. Data distributed is from the NWCG PMS 310-1 Guide January 2000.

Incident Management Level Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
*Mgmt	(Text, 2)	Code that indicates the management level for a wildland fire incident.
*Description	(Text, 200)	Description of the management level code.

INCIDENT SIZE CLASSES



Editing Incident Size Classes

This screen is used to edit the size class codes that describe the area of an incident in acres.

Incident Size Classes Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
*Size Class	(Text, 1)	Code to describe the size class of the fire.
*Size Class Description	(Text, 50)	Description of the size class code.

STATE-NWCGS

*State-NWCG	Name	Geographic Area
WAWAS	WASHINGTON STATE	NORTHWEST
WAXXX	WASHINGTON STATE TEST	NONE
*		

Editing NWCG

This screen is used to edit State and National Wildfire Coordinating Group 5-letter abbreviation. This code is used as the highest level in defining an organization to be used in the IQS system. One sample code is distributed in this table which can be deleted. Each person in the IQS system must be associated with a State-NWCG code (Person/Organization). The code ARCHIV is also distributed. Persons associated with this code can be lumped into one group for archiving purposes.

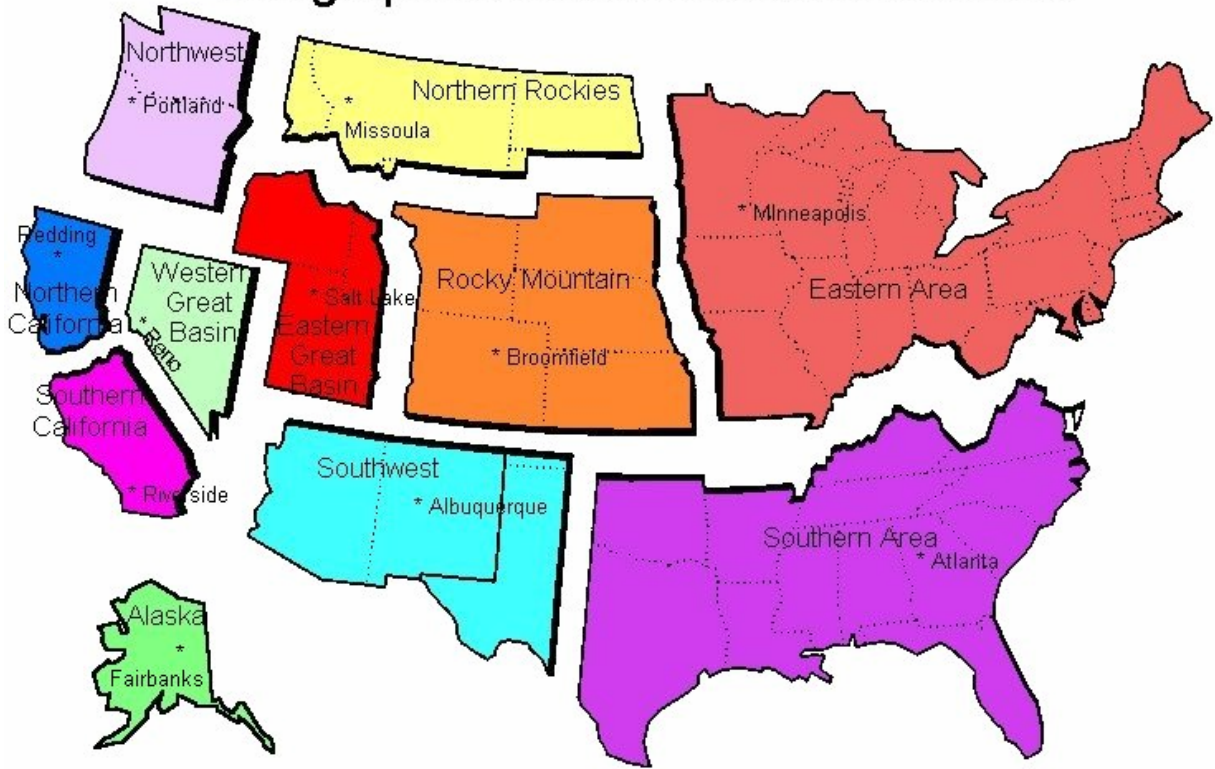
The codes you add to this table for your unit should be based on the State plus 3-letter identifier found in a current copy of NWCG publication Unit Identifiers, NFES #2080. The picture on the following page displays the geographic areas and coordination centers. If your organization is not specifically listed in the Unit Identifiers publication, the user would enter the State-NWCG three letter code for the state you are in. The user would then enter their organization designator in the Organizational Level 1.

State-NWCG Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
*State-NWCG	(Text, 5)	State and NWCG unit identifier.
Name	(Text, 40)	State and NWCG unit identifier name.
Geographic Area	(Text, 40)	Geographic area unit falls within.

Geographic Area Coordination Centers



ISSUERS

Issuers	
*IQS Issuer's Name (Last, First)	Inactive Date (mm/dd/yyyy)
ANDY ANDERSEN	
ANDY CARD	
BILL BOYES	
BOB REIS	
BRUCE HOLLOWAY	01/01/2000
CHUCK FRAME	
DAVE LUSE	
FISHER FOR LJ	
JACK ZACCARDO	
JERRY KVALE	
JOHN VIADA	
KIRK WILLIS	
L SWEENEY	
LARRY SWEENEY	
LEROY	
LEROY JOHNSON	01/01/1999
LEROY JOHNSON	
LEROY JOHNSON 041096	
LEROY JOHNSON 0960195	
LEROYJOHNSON	
LUSE/SWEENEY	
LUSE/SWEENEY	
PAUL HANSTON	

Editing Issuers

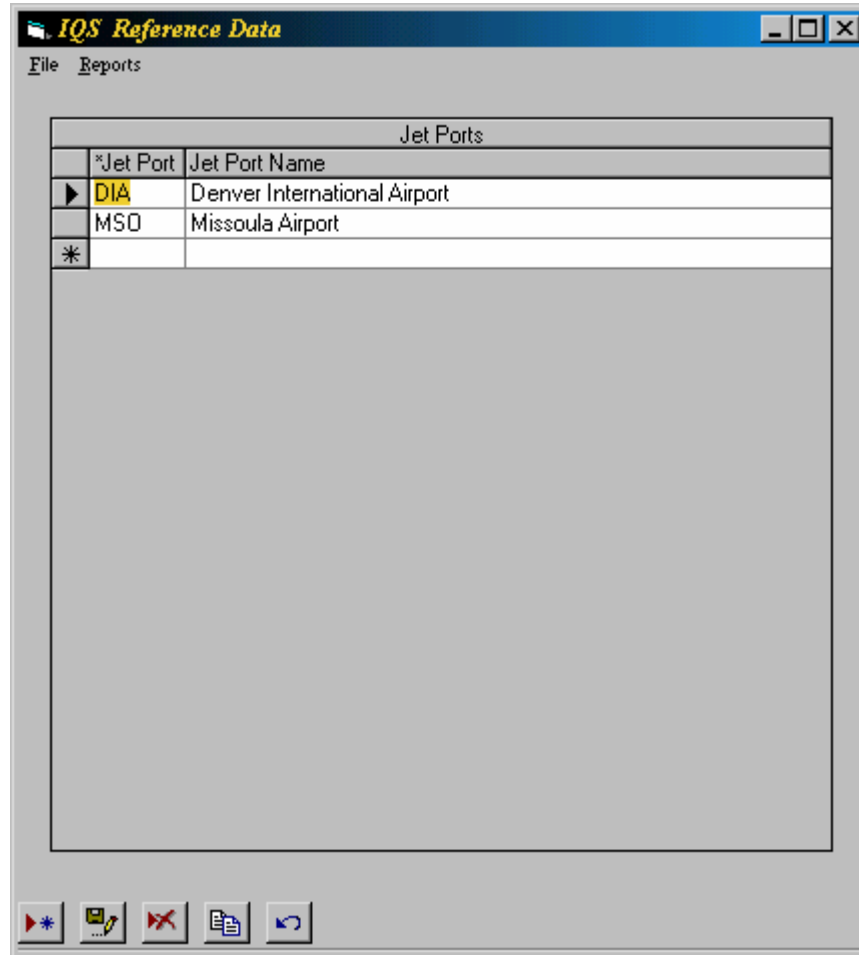
This table is used to identify the people who can issue task books within the IQS system (Certifications/Task Books).

Issuer's Field Definitions

(*required)

FIELD	DEFINITION	DESCRIPTION
*IQS Issuer's Name	(Text, 50)	Name of person who can issue task books. Enter last name, first name.
Inactive Date	Date/Time	Date this person no longer is an issuer.

JET PORTS



Editing Jet Ports

This screen is used to enter the 3-letter identifier for any jet ports out of which your personnel may be dispatched. This information can be assigned to an individual in the (Person/Organization) screen. This table will be distributed empty.

Jet Port Field Definitions

(* required)

FIELD	DEFINTION	DESCRIPTION
*Jet Port	(Text, 3)	3 letter national designator for the jet port (i.e. DIA for Denver International Airport).
Jet Port Name	(Text, 40)	Name of the jet port.

JOBS AND SKILLS

The screenshot shows a window titled "IQS Reference Data" with a menu bar containing "File" and "Reports". The main content is a table titled "Jobs and Skills". The table has the following columns: *Risk Typ, *Job Cod, *Job Title, *Cert Period (yrs), *Standard, ICS Func, Fitness R, and Active C mm/dd/-. The table lists various job titles such as Fire Effects Monitor, Fire User Manager, Long Term Fire Analyst, Prescribed Fire Burn Boss 1, Prescribed Fire Burn Boss 2, Prescribed Fire Ignition Specialist 1, Prescribed Fire Ignition Specialist 2, Prescribed Fire Manager 1, Prescribed Fire Manager 2, Agency Air Officer, Aircraft Base Radio Operator, Area Command Aviation Coordinator, Area Commander, Area Command Logistics Chief, Area Command Planning Chief, Air Operations Branch Director, Agency Representative, Air Support Group Supervisor, Air Tanker/Fixed Wing Coordinator, Air Tactical Group Supervisor, and Base/Camp Manager.

*Risk Typ	*Job Cod	*Job Title	*Cert Period (yrs)	*Standard	ICS Func	Fitness R	Active C mm/dd/-
RX	FEMO	Fire Effects Monitor	5	NATIONAL	PS	A	
RX	FUMA	Fire User Manager	5	NATIONAL	CS	M	
RX	LTAN	Long Term Fire Analyst	5	NATIONAL	PS	M	
RX	RXB1	Prescribed Fire Burn Boss 1	5	NATIONAL	CS	A	
RX	RXB2	Prescribed Fire Burn Boss 2	5	NATIONAL	CS	A	
RX	RX11	Prescribed Fire Ignition Specialist 1	5	NATIONAL	OS	A	
RX	RX12	Prescribed Fire Ignition Specialist 2	5	NATIONAL	OS	A	
RX	RXM1	Prescribed Fire Manager 1	5	NATIONAL	CS	M	
RX	RXM2	Prescribed Fire Manager 2	5	NATIONAL	CS	M	
WF	AADF	Agency Air Officer	3	NATIONAL	OS	N	
WF	ABRO	Aircraft Base Radio Operator	3	NATIONAL	OS	L	
WF	ACAC	Area Command Aviation Coordinator	3	NATIONAL	OS	N	
WF	ACDR	Area Commander	5	NATIONAL	CS	N	
WF	ACLC	Area Command Logistics Chief	5	NATIONAL	LS	N	
WF	ACPC	Area Command Planning Chief	5	NATIONAL	PS	N	
WF	AQBD	Air Operations Branch Director	3	NATIONAL	OS	N	
WF	AREP	Agency Representative	5	NATIONAL	CS	N	
WF	ASGS	Air Support Group Supervisor	3	NATIONAL	OS	N	
WF	ATCO	Air Tanker/Fixed Wing Coordinator	3	NATIONAL	OS	N	
WF	ATGS	Air Tactical Group Supervisor	3	NATIONAL	OS	N	
WF	BCMG	Base/Camp Manager	5	NATIONAL	LS	N	

Editing Jobs and Skills

This screen is used to edit the list of jobs and skills used by IQS. The job information is used in several places throughout the IQS system. The jobs are used to identify a person's qualifications (Certifications/Qualifications), identify a position performed on an incident (Certifications/Experience), define the task book an individual is assigned, and any other place where jobs or job experience are used in the system.

Locally defined jobs can be added to this list of NATIONAL jobs. Local jobs should be identified as either STATE, REGION, or AGENCY SPECIFIC. The jobs identified as NATIONAL will be maintained as a nationally supported and approved reference set. This list may be updated or overwritten in future IQS updates.

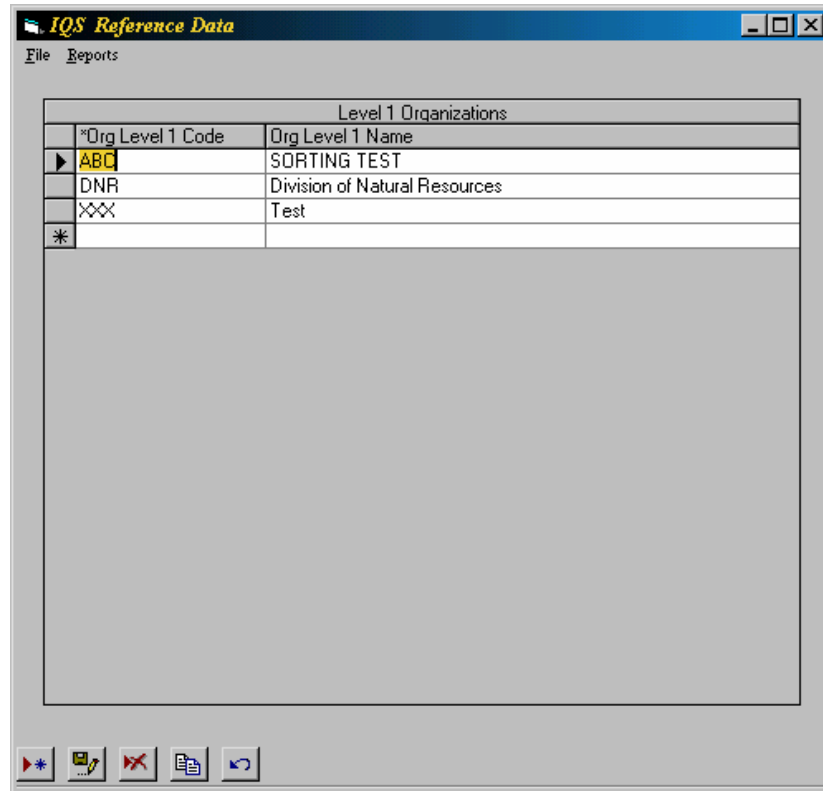
The NATIONAL data distributed in this table is based on the NWCG PMS 310-1 Guide January 2000.

Jobs and Skills Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
*Job Risk	(Text, 2)	Type of risk to which the job pertains (i.e. WF, RX).
*Job	(Text, 10)	Job code.
*Job Title	(Text, 50)	Job title.
*Cert. Period	(Number/ Double, 8)	The certification period for this job in years.
*Standard	(Text, 20)	The standard by which this job is defined (National, State, Regional, Agency Specific).
ICS	(Text, 2)	The functional area to which this job belongs within the Incident Command System.
Active	(Date/ Time, 8)	The date that this job or skill is active (mm/dd/yyyy).
Inactive	(Date/ Time, 8)	The date that this job or skill is inactive (mm/dd/yyyy).
Fitness	(Text, 1)	The fitness level required to perform this job or skill.

LEVEL 1 ORGANIZATION



Editing Level 1 Organizations

This screen is used to edit the Level 1 organizations. The Level 1 organizations define the next level of organization below the State-NWCG code. This level is usually an agency or division within a state.

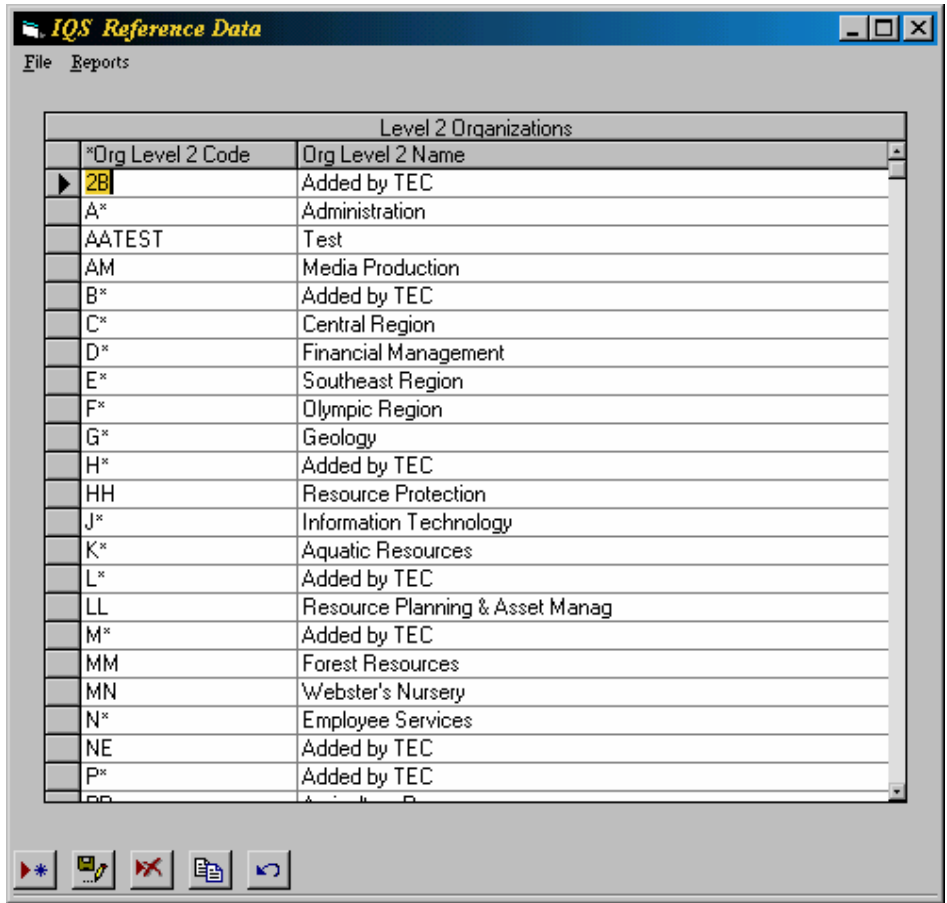
Each person in the IQS system must be associated with a Level 1 organization code (Person/Organization). The value [Placeholder] is also available in this table. [Placeholder] is used to indicate the person is not associated with Level 1 of the organization.

Level 1 Organizations Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
*Organization Level 1 Code	(Text, 20)	Abbreviation of Level 1 organization, usually an agency.
Organization Level 1 Name	(Text, 50)	Name of the Level 1 organization.

LEVEL 2 ORGANIZATION



Editing Level 2 Organizations

This screen is used to edit the Level 2 organizations. The Level 2 organizations define the next level of organization below Level 1 organization. This level is usually a region or division of the level 1.

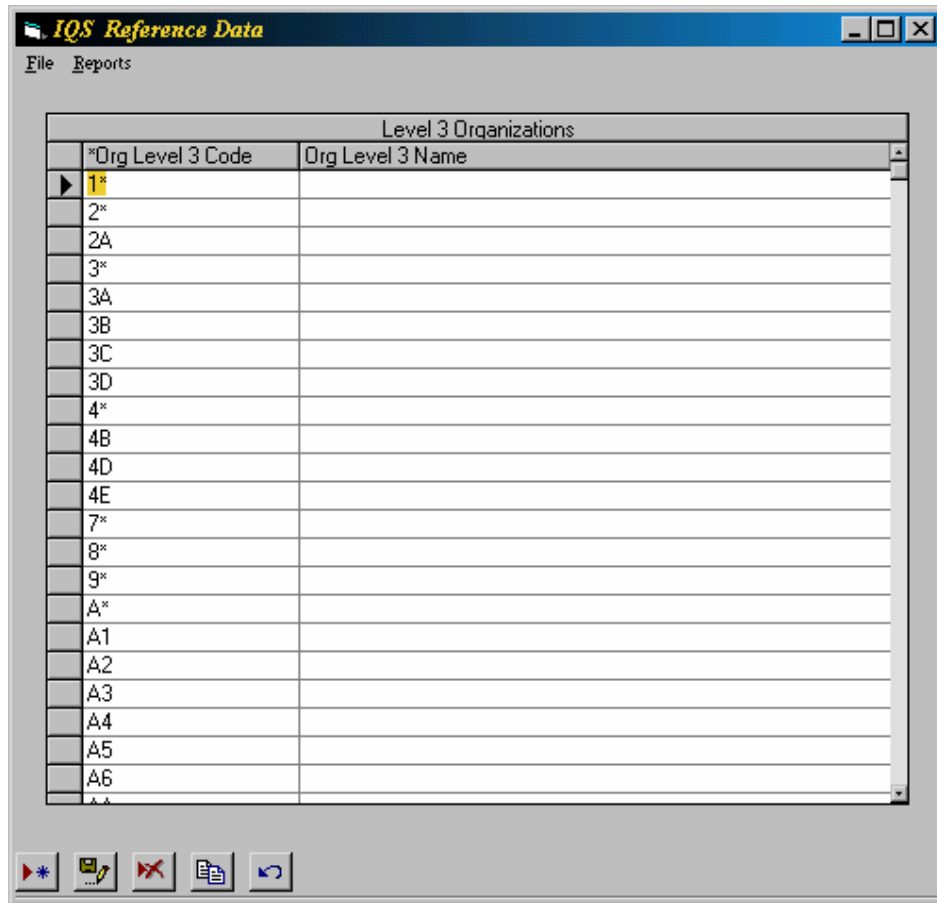
Each person in the IQS system must be associated with a Level 2 organization code (Person/Organization). The value [Placeholder] is also available in this table. [Placeholder] is used to indicate the person is not associated with Level 2 of the organization.

Level 2 Organization Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
*Organization Level 2 Code	(Text, 20)	Abbreviation of Level 2 organization, usually the region or division.
Organization Level 2 Name	(Text, 50)	Name of the Level 2 organization.

LEVEL 3 ORGANIZATION



Editing Level 3 Organizations

This screen is used to edit the Level 3 organizations. The Level 3 organizations define the next level of organization below Level 2 organization. This level is usually a district, area or station of level 2.

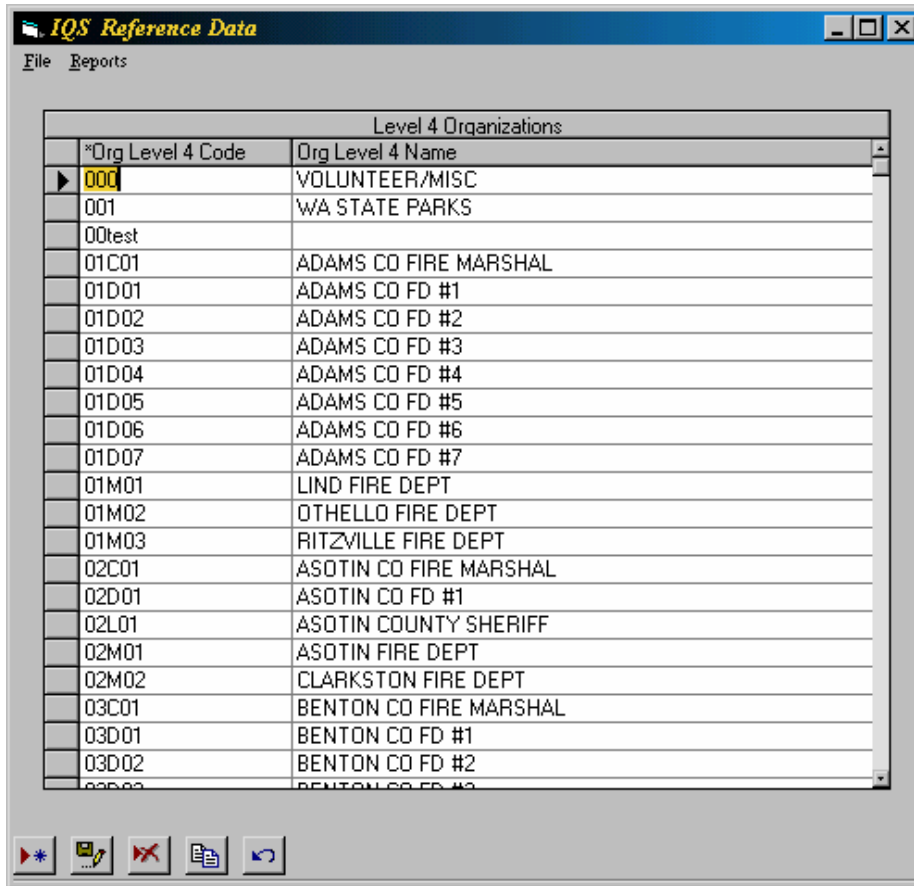
Each person in the IQS system must be associated with a Level 3 organization code (Person/Organization). The value [Placeholder] is also available in this table. [Placeholder] is used to indicate the person is not associated with Level 3 of the organization.

Level 3 Organization Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
*Organization Level 3 Code	(Text, 20)	Abbreviation of Level 3 organization, usually the district, area or station.
Organization Level 3 Name	(Text, 50)	Name of the Level 3 organization.

LEVEL 4 ORGANIZATIONS



Editing Level 4 Organizations

This screen is used to edit the Level 4 organizations. The Level 4 organizations define the next level of organization below Level 3 organization.

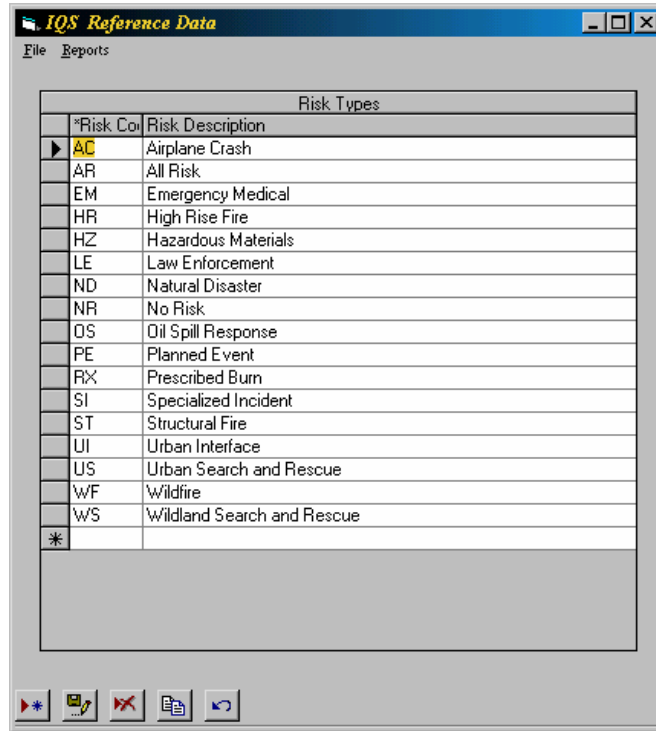
Each person in the IQS system must be associated with a Level 4 organization code (Person/Organization). The value [Placeholder] is also available in this table. [Placeholder] is used to indicate the person is not associated with Level 4 of the organization.

Level 4 Organization Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
*Organization Level 4 Code	(Text, 20)	Abbreviation of Level 4 organization.
Organization Level 4 Name	(Text, 50)	Name of the Level 4 organization.

RISK TYPES



Editing Risk Types

This screen is used to maintain a standard list of codes for incident risk type. Each job and training course in the IQS system is also identified by the risk type. For IQS to track the training and qualifications for other risk areas, jobs and courses can be added that are designated by risk such as UI for Urban Interface.

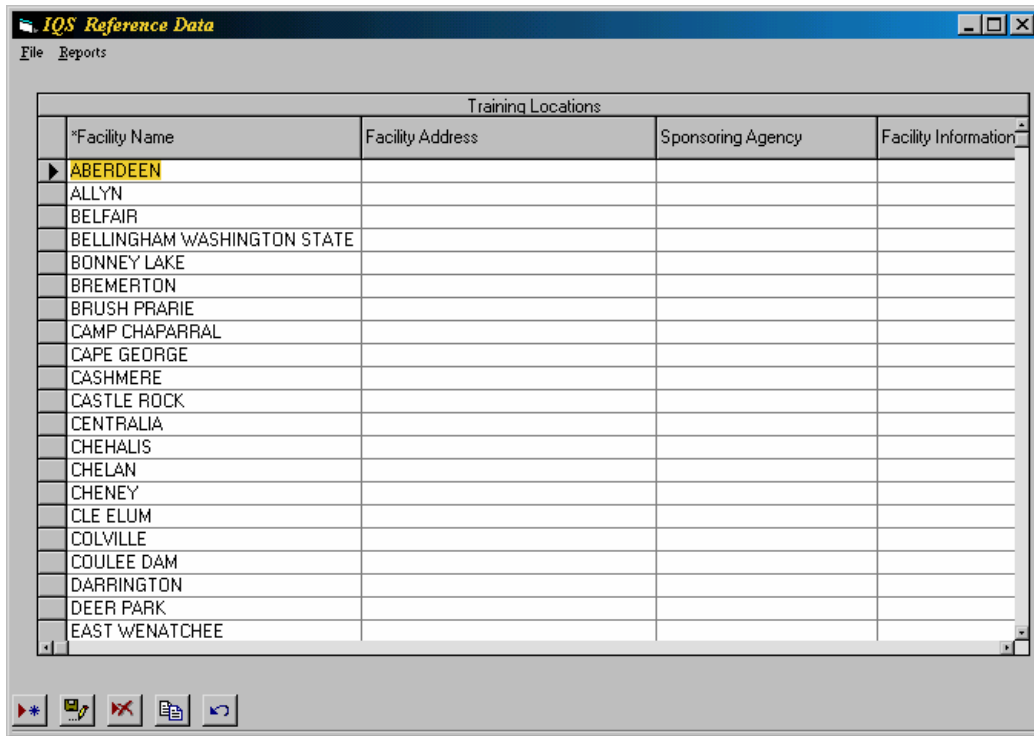
NOTE: This list was determined by the IQS Development Team from research on several emerging standards for all-risk tracking. No national standard yet exists for these codes. To help maintain a consistent set of codes nationally for IQS please contact the NWCG Incident Operations Standards Working Team Chair at NIFC, 3833 S. Development Ave., Boise, ID 83705.

Risk Types Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
*Risk	(Text, 2)	Type of risk (i.e., WF for Wildfire, RX for Prescribed Burn).
Risk Description	(Text, 50)	Description of the risk type.

TRAINING LOCATIONS



Editing Training Locations

This screen is used to edit a list of training locations. The training locations are used when scheduling courses (Training/Schedule Training).

Training Location Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
*Facility Name	(Text, 50)	Name of training location.
Facility Address	(Text, 50)	Address of the facility.
Sponsoring Agency	(Text, 50)	Name of agency sponsoring location.
Facility Information	(Text, 255)	Any pertinent information about training facility.
Facility Contact	(Text, 50)	Contact person at training facility.
Facility Contact Phone	(Text, 25)	Phone number for facility contact.
Facility Contact Fax	(Text, 25)	Fax number for facility contact.
Facility Contact Email	(Text, 50)	Email address for facility contact.

NOTES

NOTES

CHAPTER

4 Person/Org

GENERAL INFO

The “Person/Org” screen is used for adding, deleting and editing the people in your IQS database. With IQS there is an opportunity to track a large amount of data for each person. The only required data is that displayed in the fields with the “green” background. These fields are: Name, State-NWCG, and Organization Levels 1 – 4.

IQS Person/Org

File Reports Toolbar Reference Data

* Person Id: 988-66-6570 Quals Updated: 12/05/2000 Review Date: / / Anticipated Separation Date: / /

* Name: ABBOTT JAMES P. Job Title: FOREST FIRE FTR Emp Stat: LTE

* State-NWCG: WA-WAS Station Address: 2112 Tree Lined Way

* Org Level 1: DNR City, State, Zip: Funnyville MT 59999

* Org Level 2: (Placeholder) Home Address:

* Org Level 3: (Placeholder) City, State, Zip: CENTRALIA WA

* Org Level 4: (Placeholder) E-Mail:

Person's Phone Numbers	
Type	Number
HOME	111-111-1111
*	

Available?: Y NO Primary Jet Port:

Last Updated: / / Second Jet Port:

Comment:

Date of Birth: 01/01/1999 Blood Type: O+ Emergency Contact Info: Sherry Abbot - 222-897-3425

Sex: M F Allergies: Sulpha, Bee Sting

Height: Medications: NONE

Weight: Clothing Sizes: Shirt M, Pants 36

Person Name Search: ABBOTT, JAMES P. ID Search: 988666570

NOTE The toolbar options can also be accessed at the top menu bar option “Toolbar.” Several boxes within the Person/Organization include list boxes for selecting a value into the selected field such as organizational levels, employment status, etc.

FIELD NAVIGATION

Use TAB to move from field to field. To navigate within the Phone Numbers grid use the arrow keys or ENTER.

Editing Person/ Organization Info

To insert a new person, press the “add new record” button on the tool bar or select toolbar Alt-O. The green background indicates required fields. On new records, the phone numbers grid will not be available until the record is saved. On new records, the station address information will not be displayed until the record is saved.

The fields for Station Address are display only on this screen. Each unique organization combination can have one address associated with it. The same address can be associated with more than one organization combination. If you want to associate the organization with a new or different station address, press the RIGHT mouse button while positioned with the mouse pointer or cursor over any of the station address fields. Station address may also be maintained from the “Reference Data” menu. If a station address exists for a new record you are entering, it will be displayed after the record is saved.

Person/Organization Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
* Person ID	(Text, 9)	Person's social security number or unique identifier. The social security number can be masked on any reports that contain it. If you are not using a SSN for an ID, consider a numbering scheme that will allow for the possibility of combining data with other units or states and still ensuring uniqueness. For example, add your FIPS state identifier to the beginning of the id. (see note below) NOTE: The ROSS import requires the Person ID of all exported persons to contain ALL NUMBERS. In place of a 2-letter state identifier, use the numeric state FIPS code. For example instead of CO for Colorado, the FIPS code is 08. The list of these codes can be found at http://www.itl.nist.gov/fipspubs/fip5-2.htm A complete list of codes can also be found at the end of this section.
* Last Name	(Text, 30)	Person's last name.
* First Name	(Text, 20)	Person's first name.
Middle Initial	(Text, 2)	Person's middle initial.
Job Title	(Text, 40)	Person's non-fire job title.
Employment Status	(Text, 5)	Person's employment status.
Qualifications Updated	(Date/Time, 8)	Use for clerical purposes to track the date the qualifications were last updated. Double-click in field to enter the system date. Field is automatically updated when any change is made to a person's certifications. Right mouse click on field label to invoke calendar.
Review Date	(Date/Time, 8)	Date of person's last fire committee review. Data entry format mm/dd/yy, mm/dd/yyyy, mm-dd-yyyy, mm-dd-yy. Right mouse click on field label to invoke calendar.
Anticipated Separation Date	(Date/Time, 8)	Date person anticipates retiring from position. Right mouse click on field label to invoke calendar.

*State- NWCG	(Text, 5)	The State-NWCG 3 letter identifier for this person. (You will only see the codes to which your IQS user has been given organizational level access)
*Organization Level 1	(Text, 20)	The level 1 organization to which this person belongs.
*Organization Level 2	(Text, 20)	The level 2 organization to which this person belongs.
*Organization Level 3	(Text, 20)	The level 3 organization to which this person belongs.
*Organization Level 4	(Text, 20)	The level 4 organization to which this person belongs.
Station Address	(Text, 50)	Person's station address (street or P.O. box and suite #). This is display only. To edit a change station address info, position the mouse over the station address field and right click.
Station City	(Text, 30)	Person's station address (city). This is display only.
Station State	(Text, 2)	Person's station address (state). This is display only.
Station Zip	(Text, 10)	Person's station address (zip). This is display only.
Home Address	(Text, 50)	Person's home address (street or P.O. box).
Home Address City	(Text, 30)	Person's home address (city).
Home Address State	(Text, 2)	Person's home address (state).
Home Address Zip	(Text, 10)	Person's home address (zip).
E-mail	(Text, 50)	Person's Electronic address.
Home Phone	(Text, 25)	Person's home phone number.
Pager	(Text, 25)	Person's pager phone number.
Work Phone	(Text, 25)	Person's work phone number.
FAX	(Text, 25)	Person's fax phone number.
CELL	(Text, 25)	Person's cell phone number.
Available	(Yes/No, 1)	Indicates if person is available for dispatch.
Last Updated	(Date/Time, 8)	Date availability was last updated. Data entry format mm/dd/yy, mm/dd/yyyy, mm-dd-yyyy. Right mouse click on field label to invoke calendar.
Comment	(Text, 100)	Comments about person's availability.
Primary Jet Port	(Text, 3)	Identifier for primary jet port from where person will be dispatched.
Secondary Jet Port	(Text, 3)	Identifier for secondary jet port from where person will be dispatched.
Date of Birth	(Date/Time, 8)	Person's date of birth. Data entry format mm/dd/yy, mm/dd/yyyy, mm-dd-yyyy. Right mouse click on field label to invoke calendar.
Sex	(Text, 1)	Person's gender, M= male, F= female.
Height	(Text, 10)	Person's height in inches preferable. Any format ok.
Weight	(Number/Integer)	Person's weight in pounds.
Blood Type	(Text, 3)	Person's blood type.
Allergies	(Text, 30)	Allergies a person may have, prints on Redcard.
Medications	(Text, 30)	Any medications a person might be required to take, prints on Redcard.
Clothing Sizes	(Text, 10)	List shirt sizes (S, M, L), pants waist and boot size.

Emergency Contact	(Text, 75)	Emergency name and phone number.
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**Table 1
FIPS State Codes for the States and the District of Columbia**

Name	FIPS State Numeric Code	FIPS State Alpha Code	Name	FIPS State Numeric Code	FIPS State Alpha Code
Alabama	01	AL	Missouri	29	MO
Alaska	02	AK	Montana	30	MT
Arizona	04	AZ	Nebraska	31	NE
Arkansas	05	AR	Nevada	32	NV
California	06	CA	New Hampshire	33	NH
Colorado	08	CO	New Jersey	34	NJ
Connecticut	09	CT	New Mexico	35	NM
Delaware	10	DE	New York	36	NY
District of Columbia	11	DC	North Carolina	37	NC
Florida	12	FL	North Dakota	38	ND
Georgia	13	GA	Ohio	39	OH
			Oklahoma	40	OK
			Oregon	41	OR
Hawaii	15	HI	Pennsylvania	42	PA
Idaho	16	ID	Rhode Island	44	RI
Illinois	17	IL	South Carolina	45	SC
Indiana	18	IN	South Dakota	46	SD
Iowa	19	IA	Tennessee	47	TN
Kansas	20	KS	Texas	48	TX
Kentucky	21	KY	Utah	49	UT
Louisiana	22	LA	Vermont	50	VT
Maine	23	ME	Virginia	51	VA
Maryland	24	MD	Washington	53	WA
Massachusetts	25	MA	West Virginia	54	WV
Michigan	26	MI	Wisconsin	55	WI
Minnesota	27	MN	Wyoming	56	WY
Mississippi	28	MS			

STATION ADDRESSES

The screenshot shows a software window titled "IQS Station Addresses". It contains two main data tables. The first table, "Station Addresses", has columns for *Station Address, *City, *State, and Zip Code (with a default of 99999-9999). The second table, "Organization Associated With Selected Station Address", has columns for State-NWCG, Org Level 1, Org Level 2, Org Level 3, and Org Level 4. A "Find Organization Address" button is located at the bottom right of the window.

Station Addresses			
*Station Address	*City	*State	Zip Code 99999-9999
▶ 141 Cedar Street	Augusta	MT	59410
2112 Tree Lined Way	Funnyville	MT	59999
*			

Organization Associated With Selected Station Address				
State-NWCG	Org Level 1	Org Level 2	Org Level 3	Org Level 4
▶ WAWAS	DNR	Q*	B	(Placeholder)
*				

Find Organization Address

Station Addresses Maintenance

When the “Station Addresses” screen is called from the Persons screen, the user can select an address or create a new address to associate with the person and organization entered for the current record. The association created or changed affects all other persons who belong to the State-NWCG and Organization Level 1-4 defined for the person you are currently editing.

To assign a station address to a person:

1. Highlight the address record on the grid by clicking on the box to the left of the address you desire as shown above.
2. Press “select” to assign the address to the person. The association created or changed affects all other persons who belong to the State-NWCG and the Organization Level 1-4 defined for the persons you are currently editing. After pressing “select” you will be returned to the “Person/Organization” screen.
3. If you do not wish to change the station address association press “Done.”

REPORTS OUTPUT

Reports that can be produced for this section include:

- Persons Personnel List
- Persons Master Record
- Organizations
- Organizations Station Address

REFERENCE DATA USED FOR THIS FORM

(*Required Fields)

- *State-NWCG
- *Organization Level 1
- *Organization Level 2
- *Organization Level 3
- *Organization Level 4
- *Employment Statuses
- *Jet Ports

NOTES

CHAPTER

5

Post Fitness

The “Post Fitness” option is used to update the fitness level for persons in the database. When the screen is opened, you will need to provide the organizations to filter the list of persons you want to edit. The organizations available to you will be controlled by the Organization Level Access given to your IQS UserID. After you have entered the organizations, press the “Filter” symbol on the far right. A list of persons within the organization specified will be displayed. If your user id has a default OLA specified, those values will be displayed when you enter this screen and the filter will be automatically applied.

The screenshot shows the 'IQS Post Fitness' application window. At the top, there is a menu bar with 'File', 'Reports', 'Toolbar', and 'Reference Data'. Below the menu bar are five dropdown menus for filtering: 'State-NWCG' (WA-WAS), 'Org Level 1' (DNR), 'Org Level 2' (Wildcard), 'Org Level 3' (Wildcard), and 'Org Level 4' (Wildcard). A filter icon is located to the right of these menus. The main area contains a table with the following columns: Person ID, Name (Last, First, Mid), *Fitness Level, Certifier, *Effective Date, *Expiration Date, and Comment. The table lists 25 persons, with fitness levels ranging from A to N. The bottom of the window features a toolbar with navigation icons and search fields for 'Name Search' and 'ID Search'.

Person ID	Name (Last, First, Mid)	*Fitness Level	Certifier	*Effective Date	*Expiration Date	Comment
975-28-8100	ABEL, FRAN	A	DICK DUNTON	01/01/1999	01/01/2000	
975-67-2169	ABERLE, BARBARA	L		01/01/1999	01/01/2000	
965-22-2639	ABLEMAN, GARY	A	DICK DUNTON	01/01/1999	01/01/2000	
958-06-9679	ABLEMAN, TODD	N	DICK DUNTON	01/01/1999	01/01/1999	
960-82-5249	ABRAHAMS, MIKE	L	DICK DUNTON	01/01/1999	01/01/2000	
997-40-0939	ABRAMS, RICHARD	N	DICK DUNTON	01/01/1999	01/01/1999	
981-19-2109	ADAMS, AMY K.	N	DICK DUNTON	01/01/1999	01/01/1999	
967-80-9609	ADAMS, DEAN R.	A	DICK DUNTON	01/01/1999	01/01/2000	
967-81-5559	ADAMS, JAY	M	DICK DUNTON	01/01/1999	01/01/2000	
969-41-8149	ADAMS, JIM	A	A. ANDERSEN	01/01/1999	01/01/2000	
958-43-9099	ADAMS, KEVIN A.	M	A. ANDERSEN	01/01/1999	01/01/2000	
949-28-3759	ADAMS, MARK	A	A. ANDERSEN	10/10/1999	10/10/2000	
996-48-0560	ADAMS, RANDY					
959-28-8269	ADAMSKI, LAWRENCE B.					
954-09-8809	ADEN, DONALD L					
985-21-9279	ADEN, VIRGINIA					
960-80-3169	ADKINS, DENA					
986-48-9619	ADKINS, STEVEN E.					
975-25-6449	ADLER, DAVID					
940-89-3779	AEBI, KARINE					
996-11-2019	AERNI, ANDREW W					

NOTE: If your agency does not require fitness standards, do not enter data in this section.

EDITING FITNESS RESULTS

You can edit the Fitness Level, Certifier, Effective and Expiration Dates, and the Comment for each person. Records cannot be inserted or deleted from this screen. If you need to add a person, do so through the "Person/Organization" option first.

The fitness level "N – None Required" does not allow an effective date or expiration date. The other fitness levels, "A – Arduous," "M-Moderate," and "L – Light," require an effective date and expiration date. Press ENTER after keying in the effective date to automatically calculate the expiration date. To quickly copy the same dates for all the records, see section "Propagating Certifier and Effective Date." Expired fitness levels will display the Expiration Date in RED.

To delete a fitness level, highlight the fitness level and press the delete key. When you press ENTER, or move off the record, the values in certifier, effective date and expiration date will also be cleared.

To sort the records by a specific column, click on that column heading. For example, if you want to sort the records by "Fitness Level," click on that heading and choose Ascending or Descending order. The records displayed will be re-ordered.

Post Fitness Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
Person ID	(Text, 10)	Person's social security number or unique identifier.
Name	(Text, 50)	Person's name (Last, First, Middle).
Fitness Level	(Text, 1)	Person's current fitness level (A= Arduous, M= Moderate, L= Light, N=None). See next table for detailed description of Fitness Level.
Certifier	(Text, 50)	Name of official who approved person's fitness level.
*Effective Date	(Date/Time, 8)	Effective date of person's fitness level, except for "N."
*Expiration Date	(Date/Time, 8)	Expiration date of person's current fitness level, except for "N." The expiration date is calculated from the effective date, based on the fitness period specified in "Reference Data."
Comment	(Text, 225)	Any pertinent comments

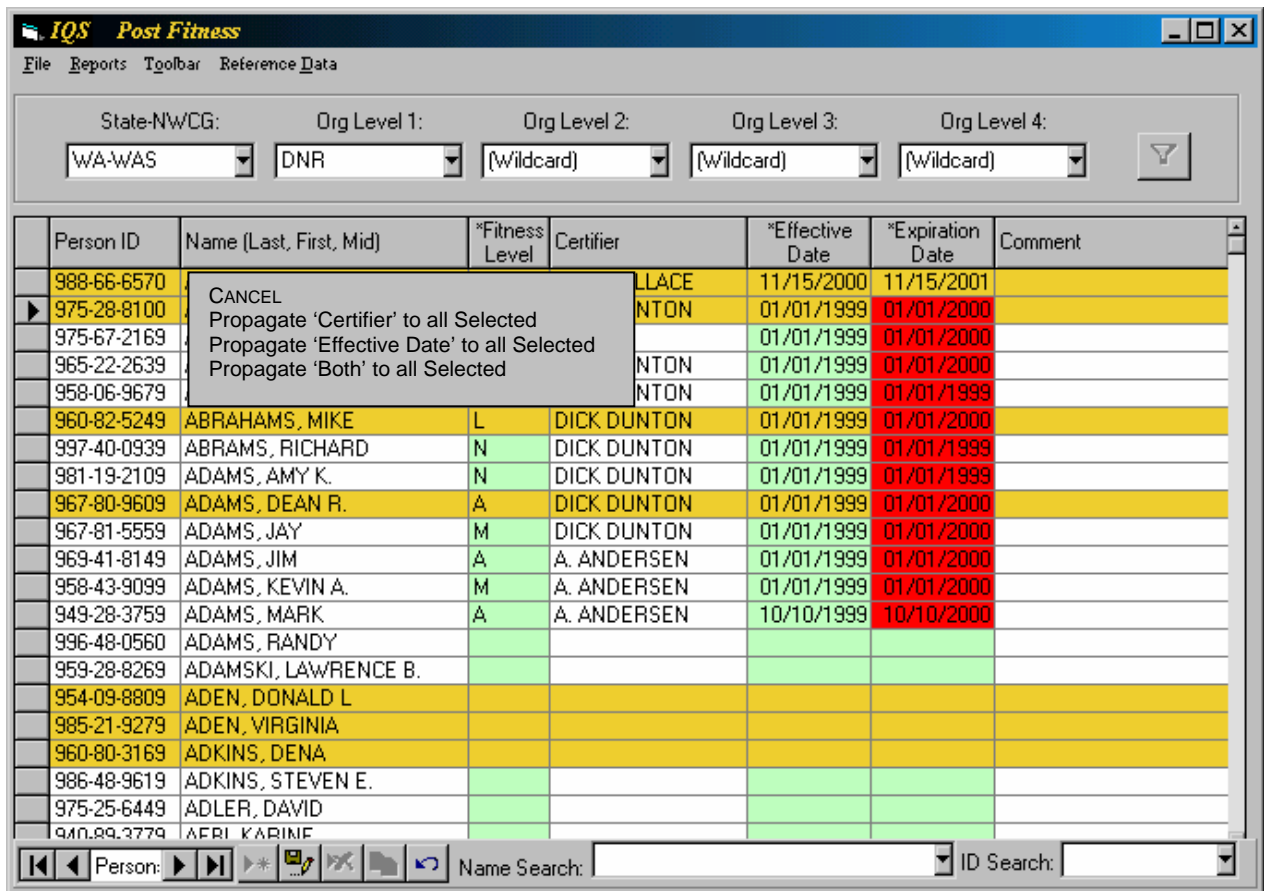
IQS FITNESS LEVELS

Fitness Category	Numerical Equivalent	1.5 Mile Run	Pack Carry
ARDUOUS	45	11 MINS. 42 SEC OR LESS	3 MILES W/ 45 LBS. IN 45 MINS OR LESS
MODERATE	40-44	13 MINS 15 SEC – 11 MINS 43 SEC	2 MILES W/ 25 LBS IN 30 MINS OR LESS
LIGHT	35-39	14 MINS – 13 MINS 16 SECS	1 MILE W/O ANY WEIGHT IN 15 MINS OR LESS
NONE	UNDER 35	OVER 14 MINS	OVER THE TIME LIMIT FOR EACH TEST

PROPAGATE CERTIFIER & EFFECTIVE DATE

If you want to change all the “Effective Dates” and/or “Certifiers” to the same value for a group of records, follow the procedures below:

- 1) Select the records you want to change by clicking on the record selector for each row. For consecutive rows or continuous range, hold down the Shift Key. For non-consecutive rows or individual selections, hold down the Ctrl Key. 2) **Position the mouse anywhere IN THE ROW that has the “Effective Date” and/or “Certifier” you want to propagate to the other records.**
- 3) Click the RIGHT mouse button. Select the option you desire.



NOTE The propagate feature does not currently abide by the same rules where a date is not allowed for fitness levels of NONE. If you have a mixture of NONE and other fitness levels, you should sort by fitness level before using the propagate feature. (Sort by clicking on the “Fitness Level” column heading)

NOTES

CHAPTER

6

Post Experience

The screenshot shows the 'Post Experience' window with the following data:

Incidents							
*Number	*Name	*Risk Type	*Start Date	Fuel Type	Size Class	Mgmt Level	
II Test	Big Fire	wF	01/01/2000				
E00608311997	JUNIPER DUNES	wF	08/31/1997				
H280108261997	WA BENTON CO FIRE	wF	08/26/1997				
V22408231997	PERRY ROAD	wF	08/23/1997				
V05508141997	BED LAKE	wF	08/14/1997				

Personnel Experience for Incident # E00608311997									
*Name	*Person ID	*Exp. Type	*Qual Code	*Risk Type	*Exp. Date	OP	*Eval	Quality	Comments
ABBOTT, JAMES P.	988666570	JOB	CREP	wF	01/01/1999	1	S		
HAWES, KARLA	989424329	JOB	HECM	wF	08/31/1997	0	S		
ABBOTT, JAMES P.	988666570	JOB	ASGS	wF	08/31/1997	2	S		
ABERLE, BARBARA	975672169	JOB	FFT1	wF	08/31/1997		S		
TEMPLIN, SCOTT A.	939815919	JOB	HECM	wF	08/31/1997	0	S		
*									

The “Post Experience” option is used to record experience for several individuals by Incident. This is an alternative to entering experience via the “Certifications/Experience” option where the experience is entered by individual. The top grid contains a list of Incidents as recorded in the “Reference Data/Incidents” section. The list is sorted descending by Incident Start Date. The bottom grid displays the individuals that have experience for the record highlighted in the Incidents grid.

EDITING POST EXPERIENCE

Incidents can be added or edited directly in the Incidents grid (or through Reference Data/Incidents). To add an incident, press Insert Record on the toolbar while your cursor is positioned anywhere in the Incidents grid.

Persons can be added or edited in the Personnel Experience grid. The person added for an experience must exist in your IQS database. You can use the drop-down on the Name column to select a person. The Experience Date is automatically entered based on the Incident Start date but can be manually overwritten. When the record is saved, the Incident information is automatically written to the record. Once you have recorded information for an individual here, you will see the same experience when viewing the individual through “Certifications/Experience”.

Incidents Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
*Number	(Text, 15)	Code for incident.
*Name	(Text, 40)	Name of the incident.
*Risk Type	(Text, 2)	Type of risk to which the incident pertains.
*Start Date	(Date/Time, 8)	Date the incident started.
Fuel Type	(Text, 10)	Type of fuel at incident.
Size Class	(Text, 10)	Size class of incident.
Management Level	(Text, 50)	Incident Management Level (I, II, III, IV, V).

Personnel Experience for Incident Field Definitions

(*required)

FIELD	DEFINITION	DESCRIPTION
*Name	(Text, 50)	Name of person (Last, First, Middle).
*Person ID	(Text, 9)	Person's social security number or unique identifier.
*Experience Type	(Text,)	Type of experience the person has attained.
*Qualification Code	(Text, 10)	Code for position performed.
*Risk Type	(Text, 2)	Type of risk to which the incident pertains.
*Experience Date	(Date/Time,8)	Date of first day assigned to incident (mm/dd/yyyy).
OP	(Number/Double, 8)	Number of operational periods position was performed at incident.
Evaluation	(Text, 1)	Evaluation of person's performance on the incident (S = Satisfactory, U = Unsatisfactory, N = Not Received).
Quality	(Text, 50)	Record of the quality of the experience gained (i.e. Hot Line, Mop Up).
Comments	(Text, 225)	Any pertinent comments pertaining to the qualifications.

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CHAPTER

7

Certifications

GENERAL INFORMATION

The “Certifications” menu option on the main IQS menu has five sub-menu items: Qualifications, Training, Experience, Target Positions and Task Books. Selecting any one of the 5 sub-options will take the user to the corresponding data screen.



You will be entering records for persons under several scenarios. The order in which you should enter the individual’s records for qualifications, training, experience, target positions and task books can be different under each scenario. The following section explains the logic programmed into the IQS system so you can determine how to use the system to update certifications.

Entering records from historical data

- Step 1 – Add people
- Step 2 – Post Fitness
- Step 3 – Enter Target Positions
- Step 4 - Enter Training Courses completed and planned
- Step 5 - Enter Task Books completed and initiated
- Step 6 – Enter current qualifications

NOTE The expiration date that IQS automatically enters for the qualification will be the date the qualification was effective plus the certification period (3 or 5 years). If the effective date for the qualification is 3 or 5 years prior to the current date, the qualification will automatically show the lapsed date highlighted in red. You should manually change the expiration date to the date that the qualification expires. If you do not do this the currency will not be maintained correctly.

- Step 7 - Enter experience

Entering records for a new person or a new target position for a person

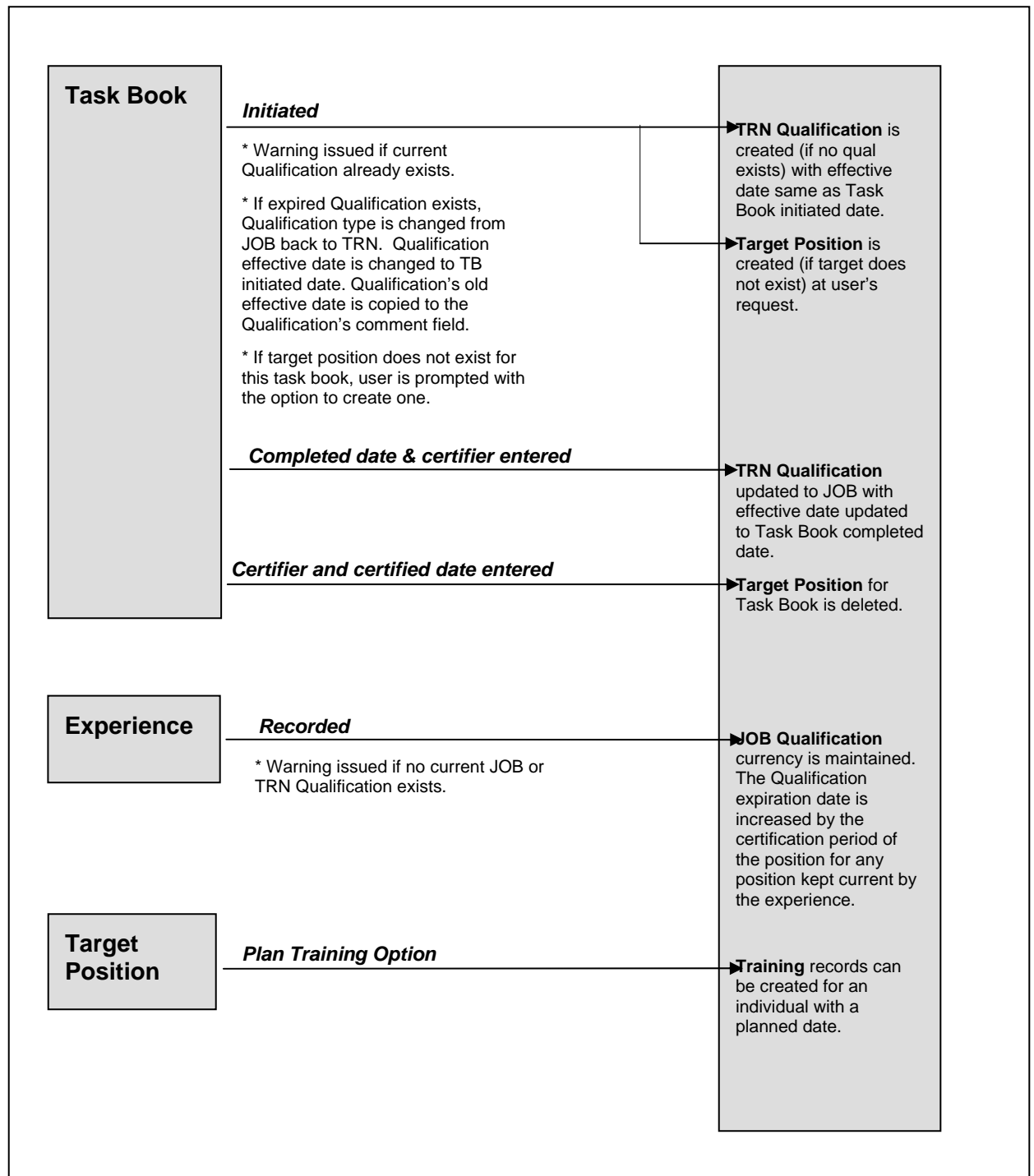
- Step 1 – Add person
- Step 2 – Post Fitness
- Step 3 – Enter Target Positions
- Step 4 - Plan Training as identified in the Target Position
- Step 5 - Initiate Task Books

NOTE If you use the training scheduling feature of IQS to schedule and post course results IQS will automatically update the persons training record. If you do not use the training modules contained within the IQS system you will have to update the persons training record by entering the course completed date under the training tab.

Certification Edits and Checks

The diagram below illustrates the automated edit checks and updating that occur within the Certification areas when records are updated.

The words along the arrows define an action the user would be performing within the system. The phrase where the arrow is pointing explains an action the IQS program will automatically perform. Some actions also prompt the user for input.



QUALIFICATIONS

The top portion of the screen displays information for a person. The fields in this section are display only. When the user opens the screen, the first person, in alphabetic order, will be displayed to which the user has been given access.

*Type	*Qual	*Risk	Description	*Effective	*Expires	Certifier	Qual Level	PP	Comments
JOB	FFT1	WF	Advanced Firefighter/Squad Bc	08/31/1997	08/31/2002	ANDY ANDER		2	
JOB	FFT2	WF	Firefighter	07/14/1995	06/30/1998	ANDY ANDER		1	
TRN	DOZB	WF	Dozer Boss (Single Resource)	01/01/2000	01/01/2003				

The bottom portion of the screen displays any qualifications previously entered for the person. The user can add, delete and edit the qualifications from this screen. The bottom toolbar functions the same as the “Person/Organization” screen. To move to another person record, use the record selector arrows at the bottom left or use the “Search” option on the bottom right. When using the search option, press ENTER after selecting the person. The user can move to any of the other certifications by clicking on the tab corresponding to the desired option.

NOTE: Clicking the mouse on most of the qualification column headings will allow the user to sort by that column in ascending or descending order.

A record that is being edited will have the “Pencil” symbol to the left of the record. A new record will have the “*” to the left of the record. A down arrow in a specific field indicates a drop down list to choose from.

Editing Qualifications

After keying the effective date, press ENTER to have the expiration date calculated based on the certification period for the qualification. **Pressing the right mouse button while in the effective date field will give you the option of selecting an effective date from a calendar or recalculating the expiration date.** Expired qualifications are shown in RED. Qualifications that will expire within 6 months (or a value you supplied in preferences), the expiration date is shown in YELLOW. This serves as a warning to the training manager or dispatching to possible get that person an assignment before the qualification expires.

The comment field can be expanded into an edit window by pressing the expand symbol within the field.

When edits are complete, click on the SAVE button on the toolbar at the bottom of the screen. The qualifications displayed on this screen are the records that will print on the Incident Qualification Card. Use the field "Priority" to indicate and prioritize the qualifications that will be printed on the card.

CAUTION!! Hitting ENTER while positioned in the Effective Date column will recalculate the Expiration Date based on the Effective Date. This may not be desirable if the Qualification has been kept current by experience. Re-calculating may produce an invalid and expired expiration date.

Certification Edits and Checks for Qualifications:

(See diagram in previous section, "Certification Edits and Checks")

1. Trainee positions (TRN) are created by the system when a task book is initiated.
2. When a task book completed date and certifier are entered, the trainee position is automatically updated to type JOB.
3. Job qualification currency is maintained when an experience is recorded for any position that would maintain the qualifications currency. The qualification expiration date is increased by the certification period for the position. To see a list of jobs a position will keep current, refer to "Reference Data/Job Currency".

Qualification Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
* Type	(Text, 5)	Code to indicate if qualification is job, trainee or skill (JOB, TRN, SKILL).
* Qual	(Text, 10)	The position code for the JOB, TRN, or SKILL.
* Risk	(Text, 2)	Risk type of qualification.
Description	(Memo)	Description of qualification code. (This is display only.)
* Effective	(Date/Time, 8)	Date qualification is effective. Press ENTER to calculate the expiration date. Right click on this field for options to recalculate expiration date or select date from calendar.
Expires	(Date/Time, 8)	Date qualification becomes lapsed. This value is calculated based on the certification period of the qualifications. Red indicates qual has expired. For TRN positions, the expiration is always 3 years from the effective date.
Certifier	(Text, 50)	Name of person certifying the person's qualification.
Qual Level	(Text, 50)	Indicates the level to which this qualification is applicable (NATIONAL, STATE, REGION, AGENCY SPECIFIC).
Preferred Position	(Text, 1)	Indicates the position in which the person prefers to be dispatched. IMPORTANT Use this field to prioritize positions to be printed on the Incident Qualification Card.
Comments	(Text, 255)	Any pertinent comments pertaining to the qualifications

TRAINING

The top portion of the screen displays information for a person. The fields in this section are display only. When the user opens the screen, the first person, in alphabetic order, will be displayed to which the user has been given access.

The screenshot shows the 'IQS Certifications' window. At the top, there are fields for Person Id (975-67-2169), Name (ABERLE BARBARA), State-Orgs(1-4) (WA-WAS; DNR; MM; FN: (Placeholder)), Fitness Level (L), Effective Date (01/01/1999), Expires (01/01/2000), Quils Updated, Review Date (08/15/2000), and Anticipated Separation (08/15/2003). Below this is a table with columns for Qualifications, Training, Experience, Target Positions, and Task Books. The Training table has columns: *Course, *Risk, Description, Pri, *Planned, Completed, Scr, Instructor, Location, Hrs, and Host Agen. The table contains three rows of training records:

*Course	*Risk	Description	Pri	*Planned	Completed	Scr	Instructor	Location	Hrs	Host Agen
S-130	WF	Firefighter Training		03/15/1999		100		BELLINGHAM W	24	Washingtc
S-190	WF	Introduction to Fire Behavior		06/30/2019	06/30/2019	45	REIS, ROBERT M.	FORT LEWIS		
S-620	WF	Area Command		10/10/2000			Tani Converse	ABERDEEN		

At the bottom of the window, there is a Name Search field (ABERLE, BARBARA) and an ID Search field (975672169).

When the form is opened, the bottom portion will display any training previously entered for the person. The user can add, delete and edit the training for each person from this screen. If a course is planned, the completion date field will be empty. Entering a priority number in the "Pri" column can prioritize planned courses. Once the course is completed, the completed date, score, instructor, location, hours, and host agency can be entered manually. **If you use the option "Post Course Results", this information will be posted at that time.** You would not need to enter it again here. See *Chapter 8 – Training, Post Course Results* for more details.

NOTE: Clicking the mouse on most of the qualification column headings will allow the user to sort that column by ascending or descending order.

A record that is being edited will have the "Pencil" symbol to the left of the record. A new record will have the "*" to the left of the record. A down arrow in a specific field indicates a drop down list to choose from.

Editing Training

Planned training records can be created automatically from the “Target Position” tab through the “Plan Training” button.

When training is completed, the completed date and remaining course information is automatically updated through the “Training- Post Course Results” module. **When entering records from historical information, user must manually enter all course information.**

When edits are complete, click on the "Save" button on the toolbar at the bottom of the screen.

V2 has made planned date a required field. In updating from V1.5.3 to V2, records that did not have a planned or completed date were given the planned date 1/1/1950. The user can change this data as appropriate. For records that had a completed date, but no planned date, the completed date was assigned to the planned date.

Training Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
* Course	(Text, 10)	Code for course. If a course has become inactive, it will not be listed in the drop-down; however this course code can still be entered manually.
* Risk	(Text, 2)	Type of risk to which the training pertains.
Description		Description of course code. (Display only.)
Priority	(Text, 1)	Indicates the priority of this course toward achieving target position.
* Planned	(Date/Time, 8)	Date person plans to take training.
Completed	(Date/Time, 8)	Date person completed the training.
Score	(Text, 10)	Score a person received for course.
Instructor	(Text, 50)	Name of the person who instructed the course.
Location	(Text, 50)	Facility where course was taken.
Hrs	(Number/Double, 8)	Length of the course in hours.
Host	(Text, 10)	Name of agency hosting course.

EXPERIENCE

The top portion of the screen displays information for a person. The fields in this section are display only. When the user opens the screen, the first person, in alphabetic order, will be displayed to which the user has been given access.

The screenshot shows the 'IQS Certifications' application window. The 'Experience' tab is selected, displaying a table of experience records. The top section contains personal and certification details for Person ID 975-67-2169, Name BARBARA ABERLE, Fitness Level L, Effective Date 01/01/1999, Expires 01/01/2000, Review Date 08/15/2000, and Anticipated Separation 08/15/2003.

Qualifications		Training		Experience		Target Positions		Task Books	
*Type	*Qual	*Risk	Description	*Incident#	Incident Name	*Date	OP	*Eval	Quality
JOB	AREP	WF	Agency Representative	V03907161970	BULLFROG	07/16/1970		S	
JOB	FFT1	WF	Advanced Firefighter/Squad Bc	E00608311997	JUNIPER DUNES	08/31/1997		S	
JOB	FFT2	WF	Firefighter	F01407131967	RAFT RIVER	01/01/1999		U	
*									

At the bottom of the window, there is a navigation bar with buttons for back, forward, search, and other functions. The 'Name Search' field contains 'ABERLE, BARBARA' and the 'ID Search' field contains '975672169'.

When the experience form is opened, the bottom portion will display any experience previously entered for the person. The user can add, delete and edit the experience for each person from this screen.

NOTE: Clicking the mouse on most of the qualification column headings will allow the user to sort that column by ascending or descending order.

A record that is being edited will have the “Pencil” symbol to the left of the record. A new record will have the “*” to the left of the record. A down arrow in a specific field indicates a drop down list to choose from.

Editing Experience

When a new JOB or TRN experience record is saved, the system checks to see if the person has a current qualification of the same risk type and job code as the experience being entered. If the person does not have a current corresponding qualification, the user will see an error message stating “This person does not have a current qualification for this experience.” The message is just a warning; the record will be saved.

When edits are complete, click on the SAVE button on the toolbar at the bottom of the screen.

Maintain Currency

Job qualification currency is maintained when an Experience is recorded for any position that would maintain the Qualification’s currency. The Qualification expiration date is increased by the certification period for the position. To see a list of jobs a position will keep current, refer to “Reference Data/Job Currency”.

CAUTION!! Editing the columns in an experience record DOES NOT affect the Qualification(s) that may have had their currency maintained by the original entry of the Experience. If a mistake was made in data entry of an Experience, any Qualification expiration dates that would have been affected have to be manually edited.

Experience Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
* Type	(Text, 5)	Code to indicate if experience is job experience, or trainee, or on the job training experience (JOB, OJT, TRN).
* Qual	(Text, 10)	Code for position performed.
* Risk	(Text, 2)	Risk type of qualification.
Description		Description of Qual Code. (Display only.)
* Incident #	(Text, 15)	Number of identifying incident where the experience was gained.
* Date	(Date/Time, 8)	Date of experience (default value is incident start date).
OP	(Number/Double, 8)	Number of operational periods position was performed at incident.
* Eval	(Text, 1)	Evaluation of person’s performance on the incident (S= Satisfactory, U= Unsatisfactory, N= Not Received).
Quality	(Text, 50)	Record of the quality of the experience gained (i.e. Hot Line, Mop Up).

TARGET POSITIONS

Target positions are those positions that an individual has been identified to receive training and experience in, to eventually become certified.

The top portion of the screen displays information for a person. The fields in this section are display only. When the user enters the screen, the first person, in alphabetic order, will be displayed to which the user has been given access.

The screenshot shows the 'IQS Certifications' application window. At the top, there are menu options: File, Reports, Toolbar, Reference Data. Below this is a form for person information:

- Person Id: 975-67-2169
- Name: ABERLE, BARBARA
- State-Orgs(1-4): WA-WAS; DNR; MM; FN; (Placeholder)
- Fitness Level: L
- Effective Date: 01/01/1999
- Expires: 01/01/2000
- Quals Updated: [blank]
- Review Date: 08/15/2000
- Anticipated Separation: 08/15/2003

Below the form is a table with columns: *Target, *Risk, Description, *Created, Prior, Comments. The table contains two rows:

*Target	*Risk	Description	*Created	Prior	Comments
ACDR	WF	Area Commander	01/01/1999	1	
DOZB	WF	Dozer Boss (Single Resource)	08/25/2000	2	

Below the table are sections for Prerequisites, Training, and Experience. The Prerequisites section has a 'Plan Training' button. The Training section lists various courses with checkboxes:

- S-290 WF Intermediate Fire Behavior (R)
- S-230 WF Crew Boss (Single Resource) (R)
- I-200 WF Basic ICS (S)
- S-232 WF Dozer Boss (Single Resource) (S)
- S-260 WF Interagency Incident Business Manager (S)
- S-270 WF Basic Air Operations (S)
- S-234 WF Firing Methods and Procedures (S)

The Experience section shows a list of experience items with checkboxes:

- ARDUOUS
- (1) FFT1 WF Satisfactory Perf. as Advanced Firefighter/Squad Boss
- (1) DOZB WF Satisfactory Pos. Perf. as Dozer Boss (Single Resource)

At the bottom, there is a search bar with 'Name Search: ABERLE, BARBARA' and 'ID Search: 975672169'.

When the form is opened, the middle portion displays any target positions that have been previously entered for the person. The bottom portion of the screen displays the prerequisites for the target position to which the record selector is pointing.

NOTE: Clicking the mouse on the qualification column headings will allow the user to sort by that column in ascending or descending order.

A record that is being edited will have the "Pencil" symbol to the left of the record. A new record will have the "*" to the left of the record. A down arrow in a specific field indicates a drop down list to choose from.

Edit Target Positions

The user can add, edit and delete target positions for each person from this screen.

When edits are complete, click on the SAVE button on the toolbar at the bottom of the screen.

Target Position Prerequisites

There are three categories of prerequisites displayed in the bottom portion of this form, which include fitness, training, and experience. They are “read only” fields and are displayed for planning purposes. If a person has completed or meets the prerequisite in any of these categories, the box to the left will contain a check mark. The specific prerequisites for each target position is based on information contained in the “Reference Data” function of IQS. Only the IQS manager is authorized to edit these standards.

Fitness Prerequisite

For this box to be checked, the person whose record is open must have completed the appropriate fitness level or higher for the position. The box will be automatically checked or left blank based on data entered in the “Post Fitness” function covered in Chapter 5.

Training Prerequisite

For the training requirement box to be checked, the person must have completed the same course/risk or equivalent course. Courses with an equivalent course have an asterisk (*) to the left of the course number. Suggested and required courses are identified by either (S) or (R) on the far right. The box will automatically be checked or left blank based on data entered in the “Training” tab of this IQS function.

Experience Prerequisite

There are two types of experience that IQS searches for to determine when a person has met the experience prerequisite for a position. They include assignments in which the person performed as fully qualified in a position and assignments in which the person performed as a trainee to complete a position performance evaluation.

For the “performance as a” experience prerequisite box to be checked, the person must have a satisfactory “JOB” performance in the matching job/risk code. For the “position performance as a” box to be checked the person must have a completed task book for this job/risk code.

Target Position Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
* Target	(Text, 10)	Code for that target position
* Risk	(Text, 2)	Risk type of target position.
Description		Description of position code. (Display only.)
* Created	(Date/Time, 8)	Date target position was created.
Prior	(Text, 1)	Indicates the priority in which target position is to be achieved.
Comments	(Text, 225)	Any pertinent comments pertaining to the qualifications.

Plan Training Option

The following screen will appear when you click on the “Plan Training” button next to the Prerequisites heading for “Target Positions.” The courses displayed will be those that the person needs to meet the requirements for the “Target Position.” Only courses that the person has not completed and does not already have planned will be displayed.

Course Cc	Risk	Course Title	Type	Standard
S-290	WF	Intermediate Fire Behavior	Required	NATIONAL
I-200	WF	Basic ICS	Suggested	NATIONAL
S-232	WF	Dozer Boss (Single Resource)	Suggested	NATIONAL
S-260	WF	Interagency Incident Business Ma	Suggested	NATIONAL
S-270	WF	Basic Air Operations	Suggested	NATIONAL
S-234	WF	Firing Methods and Procedures	Suggested	NATIONAL

The “Plan Training” option allows the user to create planned training records for the person’s target position.

One or more courses can be planned for the date (mm/dd/yyyy) you provide at the bottom of the screen. For selecting more than one course, hold down the SHIFT key while selecting each row. To select non-consecutive rows, hold down the CTRL key with selecting each row.

Press the “Plan Selected Training” button after you have selected the courses to plan for the given date. The screen will be refreshed so you can continue the process for other dates. When you are finished, press the X in the upper right to quit the screen.

Plan Training Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
Course Code	(Text, 50)	Course Code (Agency specific courses usually are numbered below a 100). (Display only)
Risk Type	(Text, 2)	Type of risk to which the training pertains (i.e. WF, RX...). (Display only)
Course Title	(Text, 50)	Course Title. (Display only)
Type	(Text, 2)	Suggested or required. (Display only)
Standard	(Text, 50)	Level of standard by which course is defined (National, State, Region, Agency Specific). National level codes are based on NWCG 310-1 for WF and RX risk types. (Display only)

TASK BOOKS

The top portion of the screen displays information for a person. The fields in this section are display only. When the user opens the screen, the first person, in alphabetic order, will be displayed to which the user has been given access.

The screenshot shows the 'IQS Certifications' window. At the top, there are several input fields for personal information: Person Id (975-67-2169), Fitness Level (L), Quals Updated, Name (ABERLE BARBARA), Effective Date (01/01/1999), Review Date (08/15/2000), State-Orgs (WA^WAS; DNR; MM; FN; (Placeholder)), Expires (01/01/2000), and Anticipated Separation (08/15/2003). Below these fields is a table with columns for Qualifications, Training, Experience, Target Positions, and Task Books. The 'Task Books' section is expanded to show a table with columns: *Qual, *Risk, Description, *Initiated, Expires, Issuer, Completed, Certifier, Certification, and Comm. A single record is visible: * Dozer Boss (Single Resource), 01/01/2000, 01/01/2003, CHUCK FRAME, 01/01/2000, ANDY ANDERSE, 01/01/2000. At the bottom, there is a search bar with 'Name Search: ABERLE, BARBARA' and 'ID Search: 975672169'.

When the form is opened, the bottom portion will display any task books previously entered for the person. The user can add, delete and edit the task books for each person from this screen.

NOTE: Clicking the mouse on most of the qualification column headings will allow the user to sort that column by ascending or descending order.

A record that is being edited will have the “Pencil” symbol to the left of the record. A new record will have the “*” to the left of the record. A down arrow in a specific field indicates a drop down list to choose from.

Edit Task Books

The expiration date for the task book is calculated when the user presses ENTER while in the “Issued” field. The expiration date is 3 years from the issued date. The value of 3 years is a system parameter and can be edited by your IQS system manager.

When edits are complete, click on the SAVE button on the toolbar at the bottom of the screen.

Certification Edits and Checks for Task Books

(See diagram in previous section, “Certification Edits and Checks”)

1. When a Task Book is initiated, the system checks for an existing current Qualification of the corresponding job/risk code. If a current Qualification exists, the user will receive a warning message stating, “This person is already qualified for this Task Book position.” If an expired Qualification exists, that Qualification will be changed back to type TRN. A comment will automatically be added that included the old initiated and expired dates. The TRN Qualification effective date is set to the Task Book initiated date.
2. When a Task Book is initiated, if a Target Position does not exist for the Task Book, the user will be prompted with the option to create one.
3. When a Task Book is initiated (and no Qualification exists), a TRN Qualification record is created for the person.
4. When a Task Book completed date and certifier are entered, the corresponding TRN qualification is updated to JOB and the Task Book completion date becomes the qualification effective date.
5. When the Task Book certifier and certified date are entered, the Target Position for the Task Book is deleted.

Task Book Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
* Qual	(Text, 10)	Job code for task book.
* Risk	(Text, 2)	Job risk type of task book.
Description		Description of qual code. (Display only.)
* Initiated	(Date/Time, 8)	Date task book is initiated.
Issuer	(Text, 50)	Name of person issuing the person’s task book.
Completed	(Date/Time, 8)	Date task book is completed.
Certifier	(Text, 50)	Name of person certifying the person’s completion of the task book.
Certification	(Date/Time, 8)	Date task book was certified.
Expires	(Date/Time, 8)	Date task book expires.

NOTES

CHAPTER

8 Training

The “Training” menu option on the main IQS menu has seven sub-menu items. Selecting any one of the 7 sub-options will take the user to the corresponding data screen.



- Workforce Requirements – this option is used to define the number of persons your organization needs to have qualified in any of the incident positions. Once the workforce requirements are defined, a training needs analysis can be performed.
- Training Needs Analysis – this option provides the user with a summary of the number of people currently qualified for positions and compares that information with the workforce requirements defined for the position. The result is the number of individuals that need to be trained for each position in the analysis. The analysis also includes counts of persons who are currently qualified as a trainee and persons with the position as their target.
- Schedule Training – this option is used to enter the scheduled courses to be conducted.
- Student Selections –this option is used for selecting the students that will attend each of the scheduled courses.

- Post Course Results – this option is for entering completed course information for all the students who attended a course.
- Instructors and Coordinators – this screen is used for tracking the individuals who are instructors and/or coordinators. These individuals can be listed for scheduled training.
- Instructor/Coordinator Qualifications – this screen is used to track both instructor qualifications and teaching history for individuals entered into the Instructors & Coordinators section.

WORKFORCE REQUIREMENTS

Editing Workforce Requirements

This screen is used to define the number of people a given organization needs in each incident position. Workforce needs can be defined for many organizational configurations. The numbers you supply in the workforce requirements are used in the “Training Needs Analysis” to compare your organizations requirements with your existing workforce.

Determine the organization for which you want to define workforce requirements. Enter the State-NWCG and org level 1-4 values. Press TAB to move from field to field. Apply the filter by pressing the “Filter” button to the right of the organizations. If your user id has a default OLA specified, those values will be displayed when you enter this screen and the filter will be automatically applied.

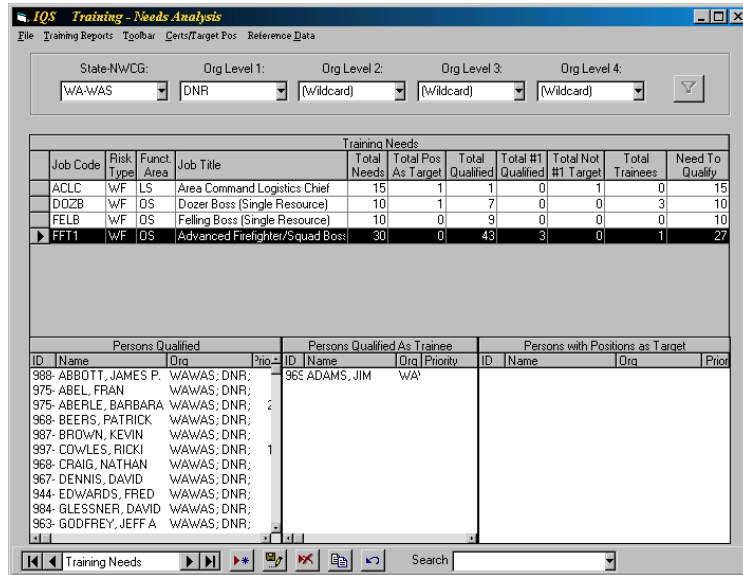
If you have previously defined workforce requirements for the organizations that you supplied in the filter, the records will be displayed in the workforce requirement grid. Otherwise, the grid will be empty.

Workforce Requirements Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
*Job Code	(Text, 10)	Job code.
*Risk Type	(Text, 2)	Type of risk to which the job pertains (i.e. WF, RX).
*Functional Area		The functional area to which this job belongs within the incident command system. (Display only.)
Job Title	(Text, 50)	Description of the job code. (Display only.)
*Total Needs	(Number/Long, 8)	The total number of a unit's needs qualified in this position.

TRAINING NEEDS ANALYSIS



Performing Training Needs Analysis

Once you have entered your workforce requirements (Training/Workforce Requirements), you can use this screen to perform your training needs analysis. This screen allows you to compare your requirements for each position with the number of persons in the database that are currently qualified, or qualified as trainees or have the position as their target.

Determine the organization for which you want to perform the training needs analysis. Enter the State-NWCG and Organization 1-4 values. Press TAB to move from field to field. Apply the filter by pressing the “Filter” button to the right of the organizations. If your user id has a default OLA specified, those values will be displayed when you enter this screen. The filter is automatically applied.

The “Training Needs” grid will display the totals for each position. The totals are based on summing only those persons who fall within the organization defined in the filter.

NOTE: If the “Training Needs” grid contains no records after applying the filter, go back to TRAINING/WORKFORCE REQUIREMENTS and verify you entered requirements for the organizations you entered in the filter.

The bottom three grids display detailed information for the totals of each position as follows:

Persons Qualified- the individuals that comprise the “Total Qualified” total.

Persons Qualified as Trainee- the individuals that comprise the “Total Trainees” total.

Persons with Position as Target- the individuals that comprise the “Total Pos as Target” total.

Training Needs Analysis Field Definitions

(All fields are display only)

FIELD	DESCRIPTION
Job Code	Job code.
Risk Type	Type of risk to which the job pertains (i.e. WF, RX).
Functional Area	The functional area to which this job belongs within the incident command system.
Job Title	Description of the job code.
Total Needs	Total number of people the unit needs qualified for each position as defined in the work force requirements section.
Total Pos As Target	Total persons with position as their target.
Total Qualified	Total number of persons currently JOB qualified for position is displayed.
Total #1 Qualified	Total number of currently qualified persons where position is #1 priority.
Total Not #1 Target	Total number of persons with the position as their target, but not #1 target.
Total Trainees	Total persons qualified in position as trainee (TRN)
Need to Qualify	Difference between total needs and the total #1 priority.

SCHEDULE TRAINING

*Course	*Risk	Description	*Start Date	*End Date	*Facility	Size
D-480	WF	Coordinator	01/01/1999	01/04/1999	ALLYN	0
D-480	WF	Coordinator	01/01/2000	01/01/2000	BELFAIR	0
D-480	WF	Coordinator	10/10/2000	10/10/2000	ABERDEEN	0
D-510	WF	Supervisory Dispatcher	01/01/1999	01/01/1999	BONNEY LAKE	0
D-510	WF	Supervisory Dispatcher	01/01/2000	01/01/2000	BONNEY LAKE	0
I-100	WF	Introduction to ICS	01/01/1999	01/01/1999	BELLINGHAM WASHINGTON :	0
I-100	WF	Introduction to ICS	10/10/1999	10/10/1999	BELLINGHAM WASHINGTON :	0
I-100	WF	Introduction to ICS	10/10/2000	10/10/2000	ABERDEEN	50
I-300	WF	Intermediate ICS	05/15/1999	05/15/1999	BELFAIR	0
I-401	WF	Multi-Agency Coordinator	01/01/1999	01/01/1999	ALLYN	0
I-401	WF	Multi-Agency Coordinator	05/15/2000	05/20/2000	BELLINGHAM WASHINGTON :	0
S-130	WF	Firefighter Training	03/15/1999	03/15/1999	ABERDEEN	0

Editing Schedule Training

This screen allows the user to add/update scheduled training courses. Much of the information you supply for each course is used when printing a course roster and is also transferred to an individual's training record when a course is completed. The "Training" options "Student Selections" and "Post Course Results" require the course be scheduled before using those options.

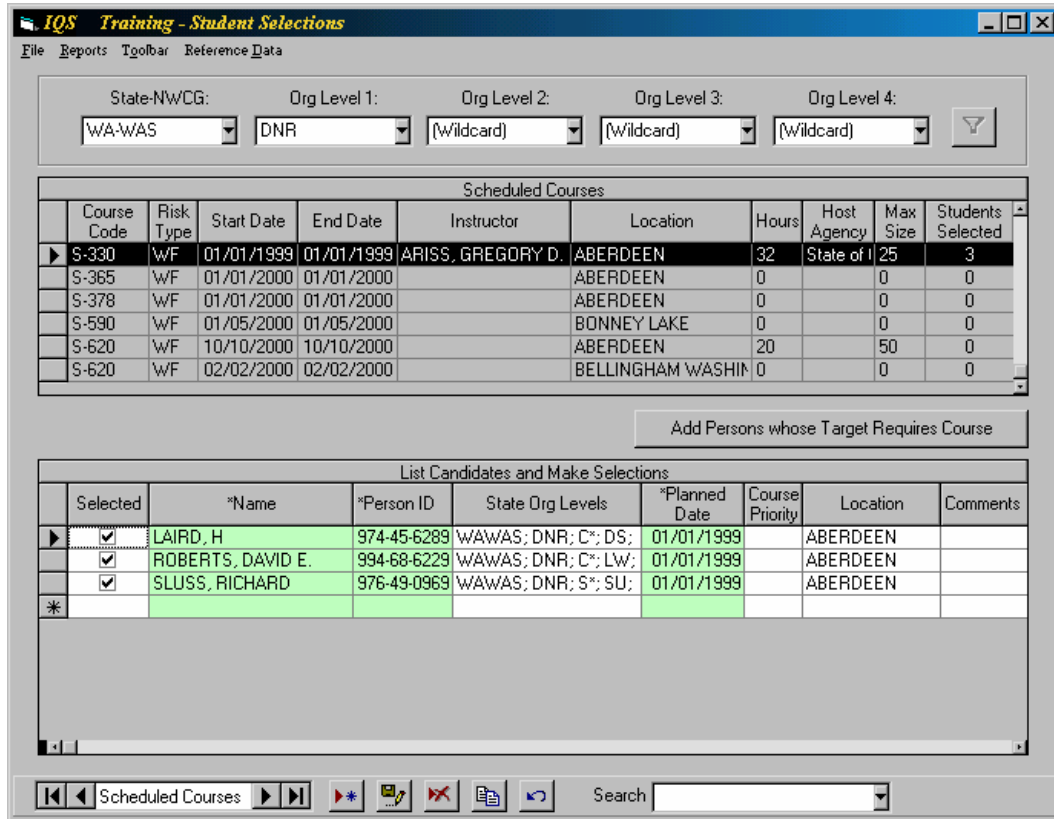
Schedule Training Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
* Course	(Text, 10)	Course code.
* Start Date	(Date/Time, 8)	Date course is scheduled to begin. Date entry format mm/dd/yy, mm/dd/yyyy.
Start Time	(Text, 4)	Time course is planned to start in military time (i.e. 0900).

* End Date	(Date/Time, 8)	Date course is scheduled to end. Date entry format mm/dd/yy, mm/dd/yyyy.
End Time	(Text, 4)	Time course is scheduled to end in military time (i.e. 1630).
* Facility Name	(Text, 50)	Name of facility hosting scheduled course.
Address	(Text, 50)	Address of facility hosting scheduled course.
Max Size	(Number/Byte, 1)	Maximum number of students allowed to attend course.
Sponsor	(Text, 50)	Name of agency sponsoring course.
Hours	(Numbers/Double, 8)	Length of course in hours.
Tuition	(Number/Double, 8)	Amount of tuition being charged for the class.
Priority	(Number/Byte, 1)	Priority for course being conducted during current fiscal year.
Instructor	(Text, 50)	Name of course instructor (Last, First).
Agency	(Text, 50)	Agency to which instructor belongs (Display Only).
Phone	(Text, 15)	Phone number for instructor (Display Only).
Fax	(Text, 15)	Fax number for instructor (Display Only).
Pager	(Text, 15)	Pager number for instructor (Display Only).
E-Mail	(Text, 15)	Electronic mailing address for instructor (Display Only).
Coordinator	(Text, 50)	Person responsible for coordinating course (Last, First).
Agency	(Text, 50)	Agency to which course coordinator belongs (Display Only).
Phone	(Text, 15)	Phone number for coordinator (Display Only).
Fax	(Text, 15)	Fax number for coordinator (Display Only).
Pager	(Text, 15)	Pager number for coordinator (Display Only).
E-Mail	(Text, 30)	Electronic mailing address for coordinator (Display Only).

STUDENT SELECTIONS



Editing Student Selections

This screen allows the user to select the attendees for each training course that is scheduled. The top grid displays all the scheduled training. For each scheduled training course, the bottom grid displays the persons (within the orgs you have defined in the filter) who currently have the training planned regardless of the date or location. If your user id has a default OLA specified, those values will be displayed in the filter when you enter this screen. The filter is automatically applied.

The “Selected” column at the far left has a check mark if the person has planned this training for the same date and location as the scheduled course. You can select and de-select individuals for the course by double clicking on the “Selected” field. You can add individuals to the list by entering them directly or selecting from a list of persons whose target requires this course (see next section). Reports are available to create a roster or create a training nomination form.

NOTE: If no records are displayed in the grid, “Scheduled Training,” you need to go back to “Training/Schedule Training” and enter the courses you would like to schedule for the year.

If you need to add a student currently NOT in IQS, you will need to add them to the IQS through Person/Org screen. Just enter the required fields.

Add Persons whose Target Requires Course

Persons Whose Target Position Requires Course

Persons selected = 0 Total Persons Selected for Course = 2

Selected	Name	Person ID	Risk Type	Target	Priority	Suggested Required
<input type="checkbox"/>	ABEL, FRAN	975-28-8100	WF	ACDR	1	RT
<input type="checkbox"/>	ABRAHAMS, MIKE	960-82-5249	WF	ACPC		RT
<input type="checkbox"/>	STARTT, BENJAMIN H.	965-22-8579	WF	ACLC		RT

Add Selections to Candidate List Cancel

List Candidates and Make Selections

Selected	*Name	*Person ID	State Org Levels	*Planned Date	Course Priority	Location	Comments
<input checked="" type="checkbox"/>	ABERLE, BARBARA	975-67-2169	WAWAS; DNR; MM; FN	10/10/2000		ABERDEEN	
<input type="checkbox"/>	ABLEMAN, GARY	965-22-2639	WAWAS; DNR; V*; (Plac	01/01/1950			
<input checked="" type="checkbox"/>	CLOSNER, JAMES R.	936-02-8749	WAWAS; DNR; F*; PC; (10/10/2000		ABERDEEN	

Scheduled Courses Search S-620

The “Add Persons whose Target Requires Course” button is located between the grids on the student selections screen. After pressing this button on the Student Selections screen, the grid above will be displayed. The persons listed in the grid will be those individuals whose target position requires the course and they haven’t yet planned or completed the course. You can select and de-select individuals for the course by double clicking on the “Selected” field. When you have finished selecting the students from this list, press the “Add Students” button. You will be returned to the main Student Selections screen and the students you selected will have been added to your list of candidates.

Student Selections Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
*Name	(Text, 50)	Person’s name. (Selection only)
*Persons ID	(Text, 9)	Person’s social security number.
State Organization Levels		Organization to which person belongs. (Display only.)
*Planned Date	(Date/Time, 8)	Date person plans to take training.
Priority	(Text, 1)	Indicates this course is a priority to achieving target position.
Location	(Text, 50)	Facility where course is to be taken.
Comments	(Text, 225)	Any pertinent comments pertaining to the qualifications.

POST COURSE RESULTS

Scheduled Courses							
Course Code	Risk Type	Start Date	End Date	Instructor	Location	Hours	Host Agency
D-480	WF	01/01/1999	01/04/1999	AUTRY, ROGER A	ALLYN	32	WA
S-330	WF	01/01/1999	01/01/1999	ARISS, GREGORY D	ABERDEEN	32	State of Oregon

Persons Course Results						
*Student	*Person ID	State Org Levels	*Planned Date	Completed Date	Score	Comments
LAIRD, H	974-45-6289	WAWAS; DNR; C*; DS; (Placehol	01/01/1999			
ROBERTS, DAVID E.	994-68-6229	WAWAS; DNR; C*; LW; (Placeho	01/01/1999			
SLUSS, RICHARD	976-49-0969	WAWAS; DNR; S*; SU; (Placehol	01/01/1999			
*						

Editing Post Course Results

This screen allows the user to enter completed dates for the persons who attended a training course. If you printed a course roster for the class, the course results could manually be written on the roster at the end of the class. The information on the roster could be entered on this screen.

The top grid displays all the scheduled training in IQS. When a scheduled training record is selected in the top grid, the bottom grid displays the persons who planned to take the training. Double-click within the "Completed Date" field to indicate the person completed the course as scheduled. You can edit the planned date, score and comments for individuals. Individuals can also be added to the list.

For those persons that you record a completed date, their individual training record will be updated with the Planned Date, Completed Date, Instructor, Location, Hours, and Host Agency.

The completed date can be propagated to several records by the same method as described in "Post Fitness" section. Steps are: 1) save the record that has the date you want to use first. 2) select the records you want the date to be copied to. 3) hover the mouse over the record with the date you want to copy and right-click. 4) pick Propagate Completed Date.

Post Course Results Field Definitions

FIELD	DEFINITION	DESCRIPTION
*Student	(Text, 40)	Name of person who completed course. (Select only.)
*Person ID	(Text, 9)	Person's social security number.
State Organization Levels		Organization to which person belongs. (Display only.)
*Planned Date	(Date/Time, 8)	Date person plans to take training.
Completed Date	(Date/Time, 8)	Date person completed the training.
Score	(Text, 10)	Score a person received for course.
Comments	(Text, 225)	Any pertinent comments pertaining to the qualifications.

INSTRUCTORS & COORDINATORS

Editing Instructors and Coordinators

This screen is used to track the instructors and coordinators. In V2, this is a separate data table than the other individuals tracked within IQS. When updating your system from V1.5.3 to V2, any individuals you had recorded instructor qualifications or history for were loaded into the Instructors and Coordinators database. You can add more individuals from IQS or other individuals as required. To add an individual from IQS, press the “Insert Person from IQS” button on the lower right. If adding an individual that is not being tracked in IQS, you will need to enter a unique ID or their SSN for the ID field. The instructors and coordinators entered here are available as a pick list when scheduling training.

Instructors and Coordinators Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
* ID	(Text, 9)	Person's social security number.
* Last Name	(Text, 30)	Person's last name.
*First Name	(Text, 20)	Person's first name.
Middle Initial	(Text, 2)	Person's middle initial.
Agency	(Text, 50)	Agency for which person is working.
*Coordinator	Boolean	Check indicates this person is a coordinator for this course.
*Instructor	Boolean	Check indicates this person is an instructor for this course.
Phone	(Text, 25)	Phone number where person can be reached.
Pager	(Text, 25)	Pager number.
Fax	(Text, 25)	Fax number.
E-Mail	(Text, 25)	E-mail address.

INSTRUCTOR /COORDINATOR QUALIFICATIONS, TEACHING HISTORY

Editing Instructor/Coordinator Qualifications – Teaching History

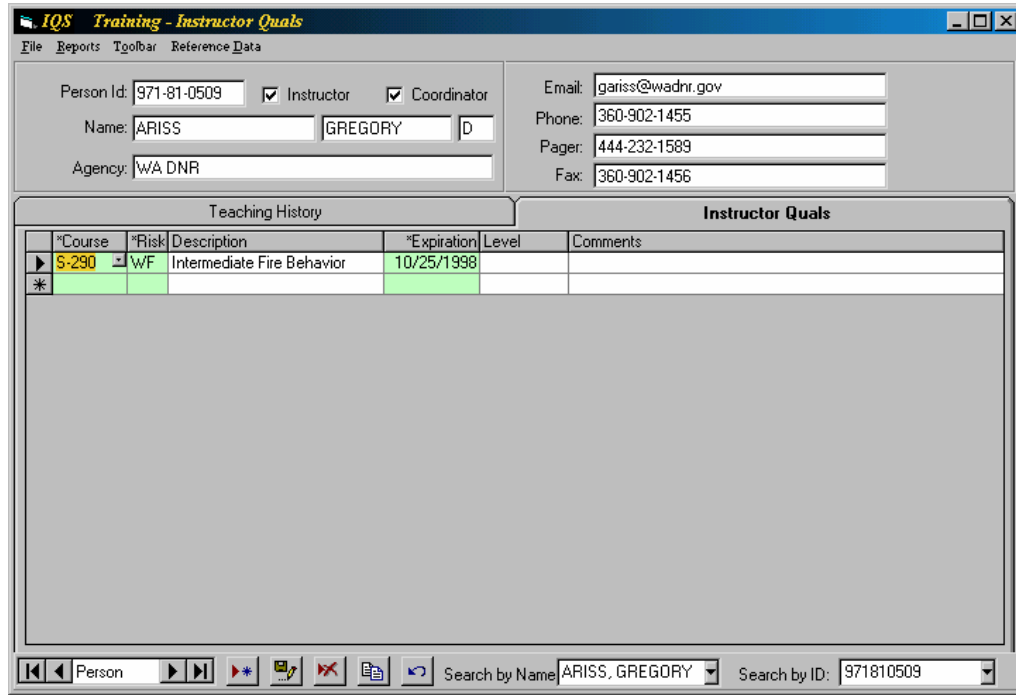
This screen is used to track the courses an individual has taught. The instructor or coordinator is an individual in the Instructors and Coordinators data table. This person would need to be added through the “Instructors & Coordinators” option if they are not available here. Version 2.0 of IQS does not use this data in any other parts of the system. It is strictly for informational purposes to help you maintain the credentials of your instructors.

Instructor/Coordinator Qualifications, Teaching History Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
* Course	(Text, 10)	Code of training course taught.
* Risk	(Text, 2)	Type of risk to which the training pertains.
Description		Course title (display only).
* Date Taught	(Date/Time, 8)	Date the course was taught.
Hours Taught	(Number/Double, 8)	Number of hours course was taught.
Level	(Text, 4)	Capacity in which course was taught – Unit, Lead, Adjunct, Trainee.
Comments	(Text, 225)	Any pertinent comments.

INSTRUCTOR/COORDINATOR QUALIFICATIONS, INSTRUCTOR QUALIFICATIONS



Editing Instructor Qualifications

This screen is used to track the courses an individual is qualified to teach. The instructor or coordinator is an individual in the Instructors and Coordinators data table. This person would need to be added through the “Instructors & Coordinators” option if they are not available here. Version 2.0 of IQS does not use this data in any other parts of the system. It is strictly for informational purposes to help you maintain the credentials of your instructors.

Instructor Qualifications Field Definitions

(* required)

FIELD	DEFINITION	DESCRIPTION
* Course	(Text, 10)	Code of training course person is qualified to teach.
* Risk	(Text, 2)	Type of risk to which the training pertains.
Description		Course title (display only).
* Expiration	(Date/Time, 8)	Date qualification to teach this course.
Level	(Text, 4)	Level the person can instruct this course - Unit, Lead, Adjunct, Trainee.
Comments	(Text, 255)	Any pertinent comments.

NOTES

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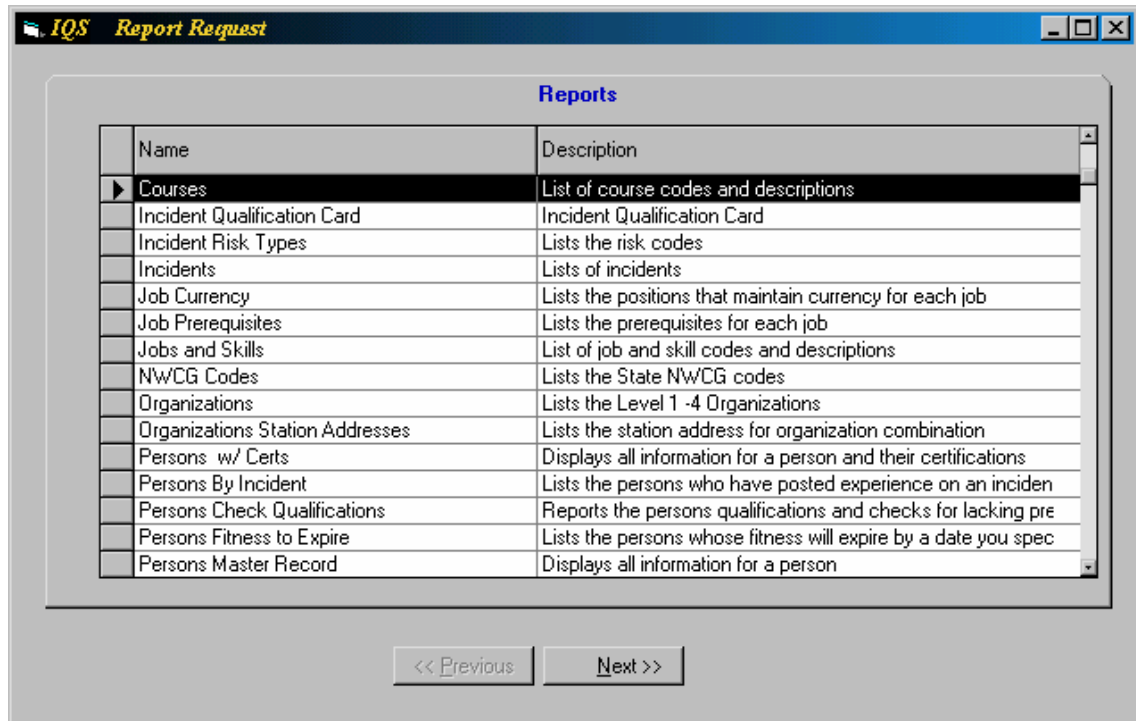
CHAPTER

9 Reports

IQS contains over 30 reports to help you summarize and analyze your training and qualification data. To execute the IQS reports, select “Reports” from the IQS main screen. All reports are also available from within each module by selecting “Reports” from the top menu bar.



REPORT REQUEST

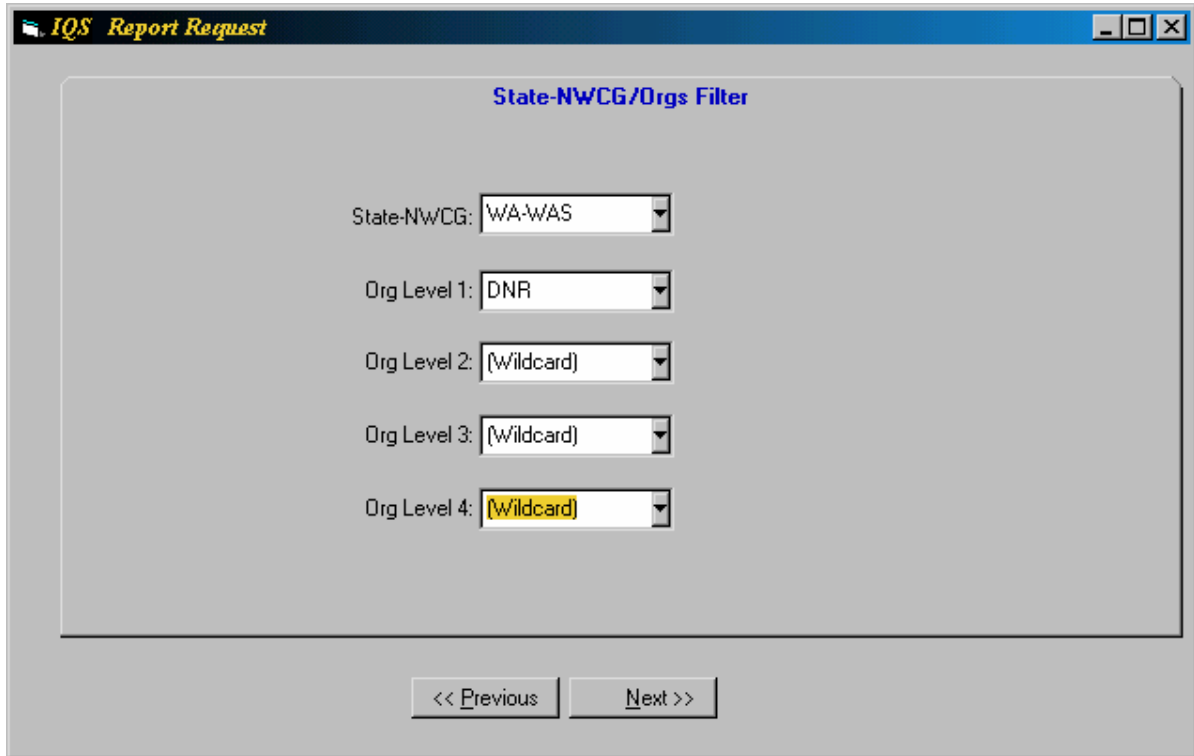


The list of reports available to the IQS user will be displayed in the opening report request screen. Access to some reports is restricted based on the group to which your IQS username belongs. To run a particular report, highlight the desired report by clicking within the row. (Note: you need to click inside the grid). You can also use the arrow keys to move up and down from report to report.

Once you have the desired report highlighted, click the "Next>>" button to continue.

The particular screens displayed next will vary based on the report you selected. Filter screens are available for most reports. Filter screens allow you to further define the data you want your report to contain. For example, you may want to only report on the records for people in one of the districts you are tracking in your database. You can do this by entering that criteria in the State-NWCG/Organization Filter. Some filters require information and others can be left blank. Filters are explained in more detail in the next sections.

STATE-NWCG/ORGANIZATIONS FILTER



The screenshot shows a window titled "IQS Report Request" with a sub-dialog titled "State-NWCG/Orgs Filter". The dialog contains five dropdown menus for filtering:

- State-NWCG: WA-WAS
- Org Level 1: DNR
- Org Level 2: [Wildcard]
- Org Level 3: [Wildcard]
- Org Level 4: [Wildcard]

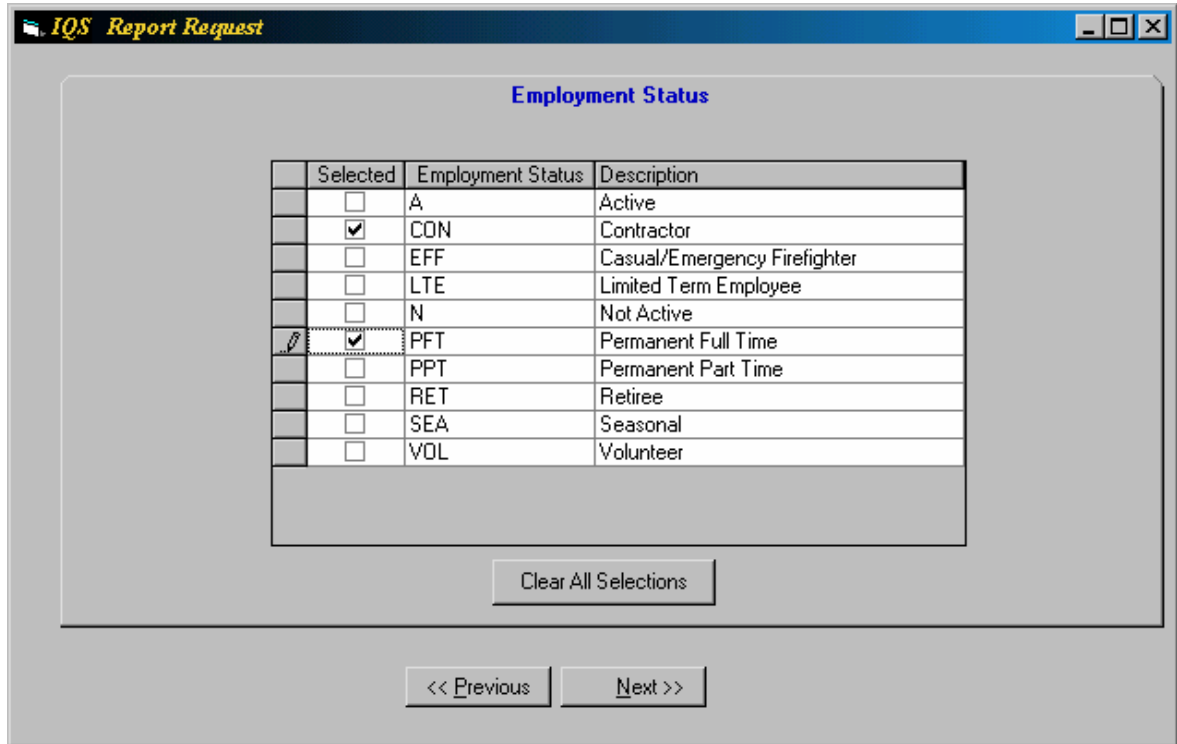
At the bottom of the dialog are two buttons: "<< Previous" and "Next >>".

Several reports use the State-NWCG/Organization filter. If your user id has a default OLA specified, those values will be displayed when you enter this screen. You can select other values you may have access to.

The data displayed on the report you are running will be determined by the values selected in this screen. For example, if you want to run Incident Qualification Cards for individuals from a certain organization or group of organizations and not the entire database, fill in the organization you desire. You will only have access to organizations as designated by the organizational level access given to your IQS user. You are required to enter values in this filter for all reports that require it.

Press "Next>>" to continue.

EMPLOYMENT STATUS FILTER



The Employment Status Filter allows you to select none, one, or more employment statuses you want the list of persons to be filtered by. The Persons filter always follows the Employment Status filter and the list of persons you get will be limited based on your selections for employment status.

To select all employment statuses do not select any records and hit Next>>. To select one or more employment statuses, just double-click in the "Selected" column. A check mark indicates the row is selected.

Select Next>> when you have the employment statuses you want for your report selected.

PERSON FILTER

Person(s) Filter

Person(s) selected: 5

Selected	Name (Last, First, Mid)	Person ID
<input checked="" type="checkbox"/>	ABEL, FRAN	975288100
<input checked="" type="checkbox"/>	ABERLE, BARBARA	975672169
<input type="checkbox"/>	ABLEMAN, GARY	965222639
<input type="checkbox"/>	ABLEMAN, TODD	958069679
<input checked="" type="checkbox"/>	ABRAHAMS, MIKE	960825249
<input type="checkbox"/>	ABRAMS, RICHARD	997400939
<input type="checkbox"/>	ADAMS, DEAN R.	967809609
<input checked="" type="checkbox"/>	ADAMS, JAY	967815559
<input checked="" type="checkbox"/>	ADAMS, JIM	969418149
<input type="checkbox"/>	ADAMS, KEVIN A.	958439099
<input type="checkbox"/>	ADAMS, MARK	949283759
<input type="checkbox"/>	ADAMS, RANDY	996480560
<input type="checkbox"/>	ADAMSKI, LAWRENCE B.	959288269
<input type="checkbox"/>	ADEN, DONALD L	954098809

Clear All Selections

Type in name wanted

Persons Selected

Name (Last, First, Mid)	Person ID
ABEL, FRAN	975288100
ABERLE, BARBARA	975672169
ABRAHAMS, MIKE	960825249
ADAMS, JAY	967815559
ADAMS, JIM	969418149

<< Previous Next >>

The Person Filter allows you to select one or more persons for which you would like to run a report. The list of persons that you will see is based on the value you selected in the State-NWCG/Organizations and Employment Status Filters. The persons filter can be left blank if you want to report on ALL individuals that would meet the criteria you set in the previous filters.

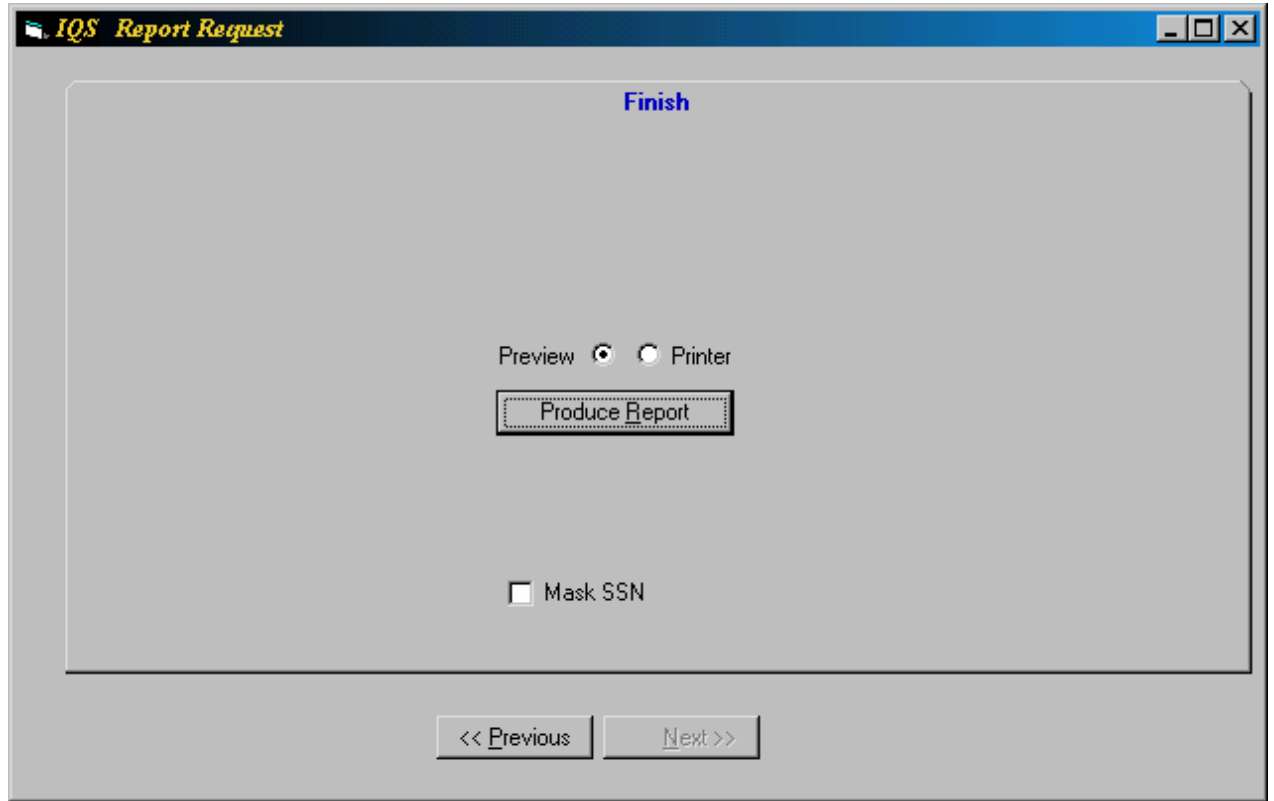
To select ALL persons do not select any records and hit Next>>. Some reports require you to make a selection. In this case, it is a good idea to select a limited number of individuals as the report is to complex to run over the entire database.

To select one or more persons for your report, double-click on the desired row in the “Selected” column. You will see a check mark appear. The check mark indicates this person is selected. Double-clicking again on a check mark will de-select that person. To select several individuals at once, highlight the top row, hold down the Shift key and highlight the bottom row.

You can search for persons in the list by using the drop-down in the upper right portion of the screen. Just start typing the name of the person you want to find and select the person from the list. The person will then be displayed with the pointer on the right. You need to select the person you have searched for before continuing.

The box in the bottom right displays the persons you have selected.

When you have the persons you want for your report selected, Press “Next>>” to continue.

FINISH

The “Finish” screen will always be displayed as the last step before executing any report.

Select “Preview” to execute the report and preview the results on screen. From the preview mode, you will have an option to print the report.

Select “Printer” to send the report directly to your windows default printer.

If the “Mask SSN” box is checked, the person id will be masked on the report output. The mask will display “*” for the first five characters of the id. The last four digits will be displayed.

Depending on the report selected, you may see other filters different from the ones described in the previous sections. Use the same guidelines as described in the previous sections for selecting the filter data and move on to the next step.

PREVIEW

Incident Qualification Card		
Name:	QualificationSSN:	
HENDERSON, ERIN	956899999	
Resource Identification:	Filters:	Year:
WA-WAS DNR_W*		2001
Risk Type:	Qualification:	Level:
Risk Type:	Trainee Qualification:	Level:
Skills:		
Targets:		
Approved:	Date:	Title:
Blood Type:	Allergies:	Emergency Contact:

The screen above shows the Incident Qualification Card report displayed in “Preview” mode. If the report consists of more than one page, use the tabs at the lower left of the screen to move from page to page. Click on the report to zoom in or zoom out. To print the report, choose File, Print. Hit **Alt-P** (or **Ctrl-P** depending on your computer) to print the report using the default windows print parameters screens where you can choose a printer and other print settings. When finished previewing the report, click the upper right “x” and you will be returned to the report request table.

Preview Toolbar options:

- Print – click the printer icon on the toolbar to send the report directly to the default windows printer.
- Zoom – click on the magnifying glass icon on the toolbar to zoom in or out of the report display.
- 1 Page – click on the 1 page icon on the toolbar to view one page of the report output at a time.
- 2 Pages – click on the 2-page icon on the toolbar to view two pages of the report output at a time.
- Multiple Pages - click on the multiple page icon on the toolbar to view several pages of the report output at a time.
- View Percentage – select a percent of the report to view by selecting from the drop-down list on the toolbar.
- Office Links – to send the report output directly to MS Word, click on the “Word” icon on the toolbar. You can send the output to MS Excel by selecting the down arrow on the “Word” icon and selecting “Format output for Excel.” To use the Office Links option, you must have MS Word 97 or MS Excel 97 loaded on your machine.

DESCRIPTION OF REPORTS

Course Equivalency

This report prints the **data contained in the reference table Course Equivalency**. It displays each course in the database and any equivalent courses defined for that course. The records are in alphabetical order by course code. No filters are used for this report.

Courses

This report prints the **data contained in the reference table Courses**. It displays each course in the database along with the risk type, description, hours, standard, and type (active, inactive or field). The records are in alphabetical order by course code. No filters are used for this report.

Incident Qualification Card

This report is used to produce an **Incident Qualification Card** for 1 or more individuals. The card is formatted to print 3 persons per card across the card in landscape. The records are in alphabetical order by last name. The report output can be filtered by State-NWCG/Organization, Employment Status and by Persons. **The qualifications that print are only those that are current and have a priority position listed. The qualifications are also checked against the fitness level before printing. If the fitness level is expired or inadequate for a position, that qualification will not be printed on the card.**

A bar code containing name, organization, and qualification information will be printed at the bottom of the card. This bar code can be read by the I-Suite application. For more information on the I-Suite application, visit www.fs.fed.us/r6/fire/incident and select "Software".

Incident Risk Types

This report lists the **data in the reference table Risk Types**. It displays each risk code and description. The records are in alphabetic order by Risk Type. No filters are used for this report.

Incidents

This report lists the **data in the reference table Incidents**. It displays the Incident number, name, risk type, start date, fuel type, size class, and management level for all incidents you have in your database. The records are in alphabetical/numerical order by incident number. No filters are used for this report.

Job Currency

This report lists the **data in the reference table Job Currency**. For each job in the IQS system, the reports lists other positions that maintain currency. The records are in alphabetical order by job code. No filters are used for this report.

Job Prerequisites

This report lists the **data in the reference table Job Prerequisites**. For each job in the IQS system, the report lists the fitness requirement, training requirements, and experience prerequisites. The records are in alphabetical/numerical order by job code. No filters are used for this report.

Jobs and Skills

This report lists the **data in the reference table Jobs and Skills**. For each job in the IQS system, the report lists the job code, risk type, description, certification period, fitness requirement, functional area, active date, and inactive date. The records are in alphabetical/numerical order by job code. No filters are used for this report.

NWCG Codes

This report lists the **State-NWCG codes and descriptions** contained in the reference table. The records are in alphabetical order by State-NWCG. No filters are used for this report.

Organizations

This report lists the **Organization Level 1 - 4 codes and descriptions** contained in the reference tables. The records are in alphabetical order by Organization code. No filters are used for this report.

Organizations Station Addresses

This report lists the **Station Address that is associated with each organization** in your database.

Persons w/ Certifications

This report displays the **fitness level, qualifications, training, experience, task books, and target position for individuals** in the database. Limited person information is displayed: Person ID, name, organization, review date, employment status, and qualifications updated date. The records are sorted by last name. The filters State-NWCG/Organization is required for this report. The Employment Status and Persons filters are optional.

Persons By Incident (New V2!)

This report lists the persons who have been on an incident. The Incidents filter is mandatory and only one incident can be selected. The persons displayed are sorted by last name.

Persons Check Qualifications

For an individual, this report displays the **fitness, training, and experience requirements for each of the person's qualifications**. The report displays whether the person meets the requirements for the qualification. This report can be used to look through the IQS database for discrepancies between the persons qualifications and their training, experience and fitness record. The State-NWCG/Organization filter and Persons filter are required for this report. The Employment Status filter is optional.

Persons Fitness to Expire

This report lists the **persons whose fitness will expire by a date you supply**. You will have the opportunity to enter the date after pressing Next>> to preview or print the report. The persons are displayed alphabetically by last name. The State-NWCG/Organization filter is required for this report. The Employment Status filter is optional.

Persons Master Record

This report displays **all information for a person** including the fitness level qualifications, training, experience, task books, and target position for individuals in the database. The records are sorted by last name. The filter State-NWCG/Organization is required for this report. The Employment Status and Persons filters are optional.

Persons Needing Review (New V2!)

This report **lists the persons who have not been reviewed since a given date**. The review date is based on the date entered into the Person/Org screen. The filter State-NWCG is required for this report. You will be prompted for a Review Date. The records are sorted by last name.

Persons Personnel List

This report contains the **name, organization, phone numbers, availability, and jet port information for each person** in the database. This information can be used for a hard copy index of persons in the IQS database. The records are in alphabetical order by last name. The filter State-NWCG/Organization is required for this report. The Employment Status filter is optional.

Persons Qualified

This report lists the **persons with a current JOB qualification for any position** in the database. The filter State-NWCG/Organization is required for this report. The Job Code/Risk Type and Employment Status filters are optional. Use this filter to produce the report for 1 job code only. The records are sorted by job code.

Persons Qualified Summary

This report lists the **total number of persons with a current JOB qualification** for any position in the database. The filter State-NWCG/Organization is required for this report. The Job Code/Risk Type and Employment Status filters are optional. Use the Job Code/Risk Type filter to produce the report for 1 job code only. The records are sorted by job code, then by last name.

Persons Target Positions

This report lists persons under each position that have the position as their target. The job code/risk type filter and Employment Status filters are optional. The records are sorted by job code, then by last name.

Persons Target Prerequisites

This report lists the **target positions for an individual and the requirements for that position**. The information is similar to that displayed on the Certifications/Target Position screen. The filter State-NWCG/Organization is required for this report. The Person filter is required. The Employment Status filter is optional. The records are sorted by last name.

Persons Task Books (New V2!)

This report lists the persons who have been issued a task book by position. The filter State-NWCG is required for this report. The Job Code/Risk Type and Employment Status filters are optional. The records are sorted by job code/risk type and then by last name.

Qualifications to Expire (New V3!)

This report lists the individuals with qualifications to expire by a given date for a selected position. The filter State-NWCG is required for this report. The Job Code/Risk Type filter is optional.

Task Books to Expire (New V3!)

This report lists the individuals with task books qualifications to expire by a given date for a selected position. The filter State-NWCG is required for this report. The Job Code/Risk Type filter is optional.

Training Candidates

This report lists the candidates for a course. The report is useful in determining courses to schedule. The report displays individuals who currently have the course planned and persons whose target position requires the course. The Course Code/Risk Type filter is optional for this report. Use this filter to produce the report for only one course.

Training Course Instructors

This report lists the persons qualified to instruct a course. The persons listed can be filtered by State-NWCG. The Course Code/Risk Type filter is optional. The records are displayed alphabetically by course.

Training Course Roster

This report is used to produce a course roster for a scheduled course. The roster contains individuals who currently have the course planned for the date of the scheduled course. The roster displays the course starting and ending date/time, facility, sponsor, instructor, and max size. The Scheduled Course filter is required for this report.

Training Courses Completed (New V2!)

This report lists the persons who have completed a training course. The filter State-NWCG is required for this report. The Course Code/Risk Type filter is optional. The records are sorted by course code/risk type and then by last name.

Training Courses Needed by Position (New V2!)

This report lists the courses needed by people with a given position as their target or are trainees in the position. The courses are those that are prerequisites for the position. The filter

State-NWCG is required for this report. The Job Code/Risk Type filter is optional. The records are sorted by Job Code, Course Code, and then by person's last name.

Training Locations

This report lists the **information in the Training Locations reference table**. The report includes the facility name, address, sponsor agency, contact info, and facility info. The records are sorted by facility name. No filter is used for this report.

Training Needs Details

This report lists all the **information contained in the Training Needs Analysis screen**. The State-NWCG filter is required for this report.

Training Needs Summary

This report lists the **summary information contained in the Training Needs Analysis screen**. The State-NWCG filter is required for this report.

Training Nomination Form

This report is used to produce a **NWCG Interagency Training Nomination form for an individual**. The individual **MUST** have the course planned or the report will contain errors. Course and personal information from the database is printed on the form. The State-NWCG, Persons, and Scheduled Course filters are required for this report.

Training Refreshers Needed (New V2!)

Lists the persons who need a refresher course. The filter State-NWCG is required for this report. The Course Code/Risk Type filter is also required. You will be prompted for a date the refreshers need to be completed after. The report will list all persons who have not completed the course after this date.

Training Scheduled

This report lists the **scheduled courses**. The report includes starting and ending date/time, sponsor, coordinator and instructor information, facility name and maximum course size. No filter is used for this report. The records are listed alphabetically by course code.

Training Scheduled List (New V2!)

Lists the training scheduled without the instructor/coordinator information.

Users Organization Level Access

This report lists **the IQS users in the database and the Organizational Level Access they have been given**. This report is only available to users belonging to the group IQS Manager. The records are sorted alphabetically by user.

NOTES

NOTES

CHAPTER

10

IQS Tools for Training Program Management

UNDERSTANDING YOUR WORKFORCE

INPUT

ANALYZE

OUTPUTS

Workforce Requirements

How many people does my agency need in each position? (based on normal job requirements and historical large incident activities)

*Job Code	*Risk	Functional Area	Job Title	*Total Needs
A0BD	WF	OS	Air Operations Branch Director	6
ASGS	WF	OS	Air Support Group Supervisor	6
ATGS	WF	OS	Air Tactical Group Supervisor	12
COML	WF	LS	Communications Unit Leader	9
COST	WF	FS	Cost Unit Leader	6
DIVS	WF	OS	Division Group Supervisor	50
DMOB	WF	PS	Demobilization Unit Leader	6
DOCL	WF	PS	Documentation Unit Leader	6
EOPM	WF	LS	Equipment Manager	6
EOTR	WF	LS	Equipment Time Recorder	18
FACL	WF	PS	Facilities Unit Leader	6
FBAN	WF	PS	Fire Behavior Analyst	9
FOBL	WF	PS	Food Unit Leader	9
FOBS	WF	PS	Field Observer	18
FSC1	WF	FS	Finance Section Chief Type 1	6
FSC2	WF	FS	Finance Section Chief Type 2	6
GSLL	WF	LS	Ground Support Unit Leader	12
HEB1	WF	OS	Helibase Manager 1	6
HEB2	WF	OS	Helibase Manager 2	6
IADR	WF	FS	Interagency Contract Represent	12
IC11	WF	CS	Incident Commander Type 1	9

Training Needs Analysis

How many and who are fully qualified, trainees, have position as their targets?

Where do we have deficits in our workforce?

How can we remedy the deficits – training, move

Job Code	Risk Type	Func Area	Job Title	Total Needs	Total Pos As Target	Total Qualified	Total #1 Target	Total Not Qualified	Total Trainees	Need To Quality
A0BD	WF	OS	Air Operations Branch Dir	6	9	5	5	3	3	1
ASGS	WF	OS	Air Support Group Supervi	6	8	6	0	4	2	6
ATGS	WF	OS	Air Tactical Group Supervi	12	14	15	5	10	5	7
COML	WF	LS	Communications Unit Lea	9	0	3	3	0	0	6
COST	WF	FS	Cost Unit Leader	6	9	3	3	6	5	3
DIVS	WF	OS	Division Group Superviso	50	109	114	55	79	29	-5
DMOB	WF	PS	Demobilization Unit Leadi	6	8	3	0	8	5	6
DOCL	WF	PS	Documentation Unit Lead	6	3	2	0	3	1	6
EOPM	WF	LS	Equipment Manager	6	2	3	1	1	0	5
EOTR	WF	LS	Equipment Time Recorder	18	10	15	5	9	3	13

Training Reports

Training Needs Analysis
Detail Training Needs
Analysis Summary

Training Courses Needed
by Position

Position Code	Risk Type	Position Description	Course Code	Risk Type	Course Description
ATGS	WF	Air Tactical Group Supervisor	S-37B	WF	Air Attack Group Supervisor
		Aardvark, Joe	OR-ORS	ODF	SOA,SWO
		ECHFIELD, RON B	OR-ORS	ODF	NWOA,WO,553
		JONES, STEVEN C	OR-ORS	ODF	EOA,K-L,981
		LERTORA, FRANK T	OR-ORS	ODF	NWOA,AST,520
		MENK, DANIEL	OR-ORS	ODF	SOA,W,780
		MILLER, CHARLES E	OR-ORS	ODF	SOA,SWO,710
		MUND, MITCHELL M	OR-ORS	ODF	EOA,C,00,952
		SHOLLENBERGER, KEITH	OR-ORS	ODF	EOA,NEO,972
		SWEARINGEN, SCOTT A	OR-ORS	ODF	SOA,DFPA,732
		TOTEY, MICHAEL A	OR-ORS	ODF	NWOA,WO,551
		TRUBSDILL, STEPHEN C	OR-ORS	ODF	SOA,SOA,700
		ZIOBRO, JAMES P	OR-ORS	ODF	FPD,FPAP,430

UNDERSTANDING YOUR W

What did your training needs analysis

ATGS-Air Tactical Group Supervisor

Example Scenario

“Even though we have 15 people qualified, there are only 5 people that have ATGS as their #1 position....there are 10 trainees and 14 people w/ the position as their target...”

LET'S LOOK AT AN EXAMPLE....

Incident Qualification System									3/13/2002
Training Needs Summary									
Analysis Area		OR-ORS ODF, (Wildcard), (Wildcard), (Wildcard)							
Position Need to Code Type Trainee	Risk	Total Total Needs	Pos as Target	Total Qualified	Total Total #1 Qualified	Total Not #1	Qual as Target		
AOBD WF 1	Air Operations Branch Director	6	9	5	5	5	3		
ASGS WF 6	Air Support Group Supervisor	6	8	6	0	4	2		
ATGS WF 7	Air Tactical Group Supervisor	12	14	15	5	10	5		
COMLWF 6	Communications Unit Leader	9	0	3	3	0	0		
COST WF 3	Cost Unit Leader	6	9	3	3	6	5		
DIVS WF -5	Division Group Supervisor	50	109	114	55	78	28		
DMOB 8 5	WFDemobilization Unit Leader 6			6	8	3	0		

Example Steps

1. Print the "Training Needs Analysis Summary" report to have an overall view of your workforce for reference.

2. Print the "Training Needs Analysis Detail" report for ATGS to have a list of the individuals that comprise the summary numbers.
3. Run the report "Training Courses Needed by Position" for ATGS to see what prerequisite courses needed for the trainees and persons with ATGS as their target.
4. Using "Certifications" option, determine the status of each of your trainees by looking at their Target Position and Task Book information. Make a plan to get them each fully qualified.
5. Using "Training/Schedule Training", schedule a course if necessary.
6. Using the "Certifications" option, look at individuals that are already qualified for ATGS but have another position as their #1 priority. Determine if you would want to change their #1 priority to ATGS.
7. Check availability of ATGS qualified individuals from other agencies.

NOTES