

IQSweb Cleanup Utility User Guide

Overview

This program assists IQS users with updates and data cleanup of current (version 5.x) IQS data in the following ways:

1. Applies the May 2008 Wildland Fire Qualification System Guide (PMS 310-1) updates to your IQS version 5.x database.
2. Searches your current IQS database for entries that **MUST BE REVISED** before moving to IQSweb. You can save and print a report of all data changes required. Some of the changes can be made using this program. Other changes will need to be made using the IQS program itself.
3. Assists with creating clean lists of Issuers, Certifiers, Instructors, Training Locations and Host Agencies to be used in IQSweb.

Instructions

To use this program, follow these steps:

1. Backup your database before making any changes using this program.
2. Please download and install Microsoft .net framework version 3.5 located at:
<http://www.microsoft.com/downloads/details.aspx?FamilyId=333325FD-AE52-4E35-B531-508D977D32A6&displaylang=en>
3. Download the IQSweb Cleanup Utility (IQScleanup.zip) from the IQS website and save and expand the compressed file (IQSCleanup.exe) to the \iqs folder on your local drive.
4. You will need to be the only user using IQS while running the IQSCleanup utility.
5. Start IQSCleanup.
6. Click the Browse button above to locate the IQS database (IQS.mdb). Your IQS.mdw file must be in the same folder as the IQS.mdb file when running this program.

To apply the May 2008 310-1 updates, go to the 310-1 Updates tab.

1. Click the Apply Updates button. **Note** that this step is only needed once, regardless of how many times you run this program while cleaning up data. However, it won't hurt any data to apply the updates more than once.

For all other tasks, you must first go to the Check IQS Data tab and click the Check IQS Data button.

1. From there you can go to the remaining tabs in any order to review and make changes to the data.

310-1 Description of Updates

IQS bases its reference values for Jobs, Courses, Job Prerequisites, and Job Currency on the PMS 310-1, Wildland Fire Qualification System Guide, the PMS 901-1 Field Managers Course Guide, and issue papers approved by the National Wildfire Coordinating Group – Training Working Team.

The table below summarizes the changes made to IQS based on these documents which contain significant changes from the previous version. The table explains the rules used during the update. This is important since IQS allows you to customize your reference tables.

Please read carefully to understand how the update may affect your individual database. If you have further questions, please contact your regional IQS representative.

New Courses

The new courses are:

A-219, CIMC, G-130, G-131, G-231, G-300, G-330, G-400, G-402, H-465, H-467, RX-301, S-130CD, S-190CD, S-495.

If a course of the same risk type/course code does not exist in your database, the course is added. If you have already added a course of the same risk type/course code to your database, the course information such as title and hours will be updated to reflect the May 2008 310-1 and/or 901-1 information.

Deleted Courses

The deleted courses are: RX-300, S-216, S-290CD.

The inactive date is set to the appropriate date for courses that have been deleted from the May 2008 310-1 or 901-1. This change is made to your data if the same risk type/course code is found in your database.

Modified Courses

The course title and hours were updated on several courses to comply with the May 2008 901-1. These changes are made to your data if the same risk type/course code is found in your database. If the risk type/course code is not found, the course record is added.

Course Equivalencies

The course equivalency additions are:

<u>Course code</u>	<u>Equivalent course</u>
I-100	IS-100
I-100	Q-462
I-200	IS-200
I-200	Q-463
I-300	G-300

I-300	H-465
I-400	G-400
I-400	H-467
I-402	G-402
S-520	CIMC
S-130	CDS-130
S-190	CDS-190

New Jobs

The job code additions are: HMGB and INTM. If a job of the same risk type/job code does not exist in your database, that job is added. If you have already added a job of the same risk type/job code to your database as the new one being added, the job information such as title and fitness level is updated to reflect the May 2008 310-1 information.

Deleted Jobs

No jobs are being deleted at this time.

Modified Jobs

The Functional Area for IARR is being changed from CS to PS. This change is made to your data if the same risk type/job code is found in your database. If the risk type/job code is not found, the job record is added.

Job Prerequisite Experience and Training

All prerequisite experience and training is updated to reflect the May 2008 310-1 information. If you have made some of these changes manually prior to this update and assigned to them a standard other than NATIONAL, they will be updated to the current national standard. If you have entered additional locally defined prerequisites to those in the 310-1, they should still be valid after the update.

Job Currency

The job currency changes are:

HMGB replaces HELM and/or HELB as a job that maintains currency for HEB2, SEMG and FOBS. CREP is removed as a job that maintains currency for IARR.

Check IQS Data

Click the Check IQS Data button to search for data issues in the database. Any data issues found in your current database will be listed in the box on the right. The report can then be saved to a text file by clicking the Save Report button. Any data issues identified here MUST be corrected before you can convert to IQSweb. This process can be run multiple times against your database. Please be patient, the check may take a few minutes. A report will be displayed on the right panel when the test is completed.

Correcting Data

All data issues identified on the Check IQS Data tab MUST be corrected before you can convert to IQSweb.

- Issues involving invalid dates can only be corrected by running the IQS program to enter the proper dates.
- Issues in which alphabetic characters must be replaced with numbers can either be corrected in the IQS program or on this tab.

In the IQS program you will have access to more information; here you can replace one value with another very quickly. After you have run the Check IQS Data process, this screen will show the data values that need to be changed, the acceptable data type and range for each data value, and the current value in your database. The last column allows you to edit those values to within the acceptable range. Note that you can change some rows and not others; only the rows you change will be affected by the update. When you have made the desired changes, click on the Update Data button to apply the edits to your database. You can go back and Check IQS Data again to verify the changes have been made. If no data is displayed, then no alphabetic character to numeric issues have been found in your database and nothing of that nature needs to be corrected.

Clean Lists

Overview

The remaining tabs - Issuers, Certifiers, Instructors 1, Instructors 2, Locations, and Host Agencies - are all used to create clean lists of names for use in IQSweb. The goal within each page is to produce a clean list of sorted names in which each name appears exactly once. Cleaning up these lists is not required for moving to IQSweb. However, these lists will play an important role in IQSweb, taking the place of entering free-form text in many places. It is likely that some names have been entered using slightly different spellings or formats. Starting with sorted lists without duplicate entries will make the transition to IQSweb much easier.

Instructions

The easiest approach to cleaning this list is to go through the list at least two times. The first time through, ensure that entries are in last name, first name order. Click the button in the Reverse column when the row is in first name last name order. In many cases that is all you need to do; in other cases you will need to make additional edits to get the last name first.

When you have a large number of names to be changed, click the Update button to apply the changes and refresh the list. Once all of the names are last name first and sorted, go through the list again to get rid of duplicate names.

You can create a list of names to be reused in other rows by clicking the checkbox in the Add to Picklist column next to the name you want to add to the list. You can replace the name on the left by selecting

from the drop-down list or typing a new name in the column on the right. If the column on the right is empty, no change will be made.

Note that when cleaning Issuers, Certifiers or Locations you may find that you cannot change an entry. The reason is that there is other data associated with that entry such as an inactive date or address and we are not sure you want the record deleted. If you do want the value removed from the reference data, go to IQS/Reference Data and remove the other values for that record such as inactive date and then you can change the value in the cleanup routine.

Issuers, Certifiers, Instructors 2

The purpose of this page is to produce a clean list of names, sorted by last name, in which each name appears exactly once.

1. Part 1. Ensure that all names are last name first. This will allow the list to be easily sorted. The program makes this process easier. Click on the button in the Reverse column to change a name from last name last to last name first.
2. Part 2. Combine multiple entries for the same person. Either type in the name you want to use, or click the add to picklist button next to the name you want to use. Then put the same name in other rows for the same person. You can either start typing or click on the down arrow and select from the drop-down list.

Instructors 1

The purpose of this page is to produce a clean list of instructor names, sorted by last name, in which each instructor appears exactly once. Review the list to ensure that each instructor is only listed once. If there are multiple entries for the same person, enter the one name you want to use in each row for the same person. This list is from the Instructors entered into IQS. The Instructors 2 tab is a list of instructors entered in individual training records. The two lists will be combined when IQS is converted to IQSweb, so having duplicate values match in each list will also be beneficial.

Locations, Agencies

The purpose of this page is to produce a clean list of names in which each name appears exactly once. An essential part of this process is coming up with a consistent naming convention.

1. Part 1. Establish a consistent naming convention that will allow the list to be easily sorted. Replace names that do not follow the convention by typing the replacement name in the right-hand column.
2. Part 2. Combine multiple entries for the same item. Either type in the name you want to use, or click the Add to picklist button next to the name you want to use. Then put the same name in other rows for the same item. You can either start typing or click on the down arrow and select from the drop-down list.