State of Minnesota
INCIDENT
QUALIFICATION SYSTEM (IQSweb)
USER'S GUIDE for FIRE
DEPARTMENTS
2024

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Background & Purpose

The Incident Qualification System (IQSweb) is a web-based software computer program to document qualifications, training, physical fitness levels, and experience of wildland firefighters. IQSweb is available for local and state government firefighters to:

➢ Produce Incident Qualification cards (Red cards) recognized by the interagency fire community.
➢ Upload qualifications into the Interagency Resource Ordering Capability (IROC) for deployment within the interagency fire community.

The State of Minnesota, Department of Natural Resources Division of Forestry hosts the IQSweb software (IQSweb) and data server providing the gateway between IQSweb and IROC (Interagency Resource Ordering Capability). MNDNR incurs all costs associated with hosting the software and managing the IQSweb servers within Minnesota.

Access

New Accounts

Government Agencies within the State of Minnesota may request access to the IQSweb software computer program and data server through the *Minnesota IQSweb Server, Account Profile* form. Print, complete, and sign this form. Submit the completed *Minnesota IQSweb Server, Account Profile* form to Minnesota Fire Training and Agency Certification Supervisor or email it to MIFCTraining.dnr@state.mn.us for approval. By completing the *Minnesota IQSweb Server, Account Profile* form, the applicant will become an IQSweb Account User.

Active Accounts

Government Agencies within the State of Minnesota may update their Account Profile through the *Minnesota IQSweb Server, Account Profile* form. Print, complete, and sign this form. Submit the updated *Minnesota IQSweb Server, Account Profile* form to Minnesota Fire Training and Agency Certification Program Supervisor or email it to MIFCTraining.dnr@state.mn.us.

Data Security

a.   The Agency (FD) will be responsible to handle, store and maintain department personnel training certificates, training rosters, Work Capacity Testing (WCT) records and other private data from IQSweb data sheets.

b.   Agency (FD) and or his/her designee will attend any required IQSweb, and Position Task Book (PTB) certification training or refreshers as needed.

c.   Job certifications must be exercised/approved according to NWCG 310-1 procedures as listed in this guide.

d.   The Agency (FD) is required to maintain IQSweb, training and WCT records locally and be subject to periodical **review and audit** by the MIFC Fire Training Supervisor and/or his/her designee.

e.   Private data must be handled and stored in a secure manner according to Minnesota State Statues and Rules.

f.   Secure means it is accessed and transmitted on agency (FD) approved equipment, it is not to be left unattended on a desk or computer for others to view, and tangible copies are stored in a locked cabinet or room.

g.   IQSweb records will be reviewed and updated annually by the Agency (FD) or designated person once each calendar year.

h.   Inactive records will be stored in a secure archive. Inactive records will be managed according to Agency (FD) department retention schedules.

i.   Any records destroyed will be done so in a manner that the contents are not be known.

j.   All IQSweb account transferring in and out requests will be sent to MIFC fire training coordinator**.**

Such delegated powers, duties and responsibilities shall be exercised or performed by the Agency (FD). ***The Agency (FD) chief may delegate some or all these powers/approvals to FD staff in compliance with data protocols***

Minnesota Department of Natural Resources

Incident Qualification System (IQSweb) Roles and Responsibilities

IQSweb access is a privilege and may be revoked for violation of these roles and responsibilities.

Agency (FD) will:

1. Provide computers and internet access to utilize IQSweb.
2. Access IQSweb for Agency business only.
3. Enter information into IQSweb following the data standards outlined in the *State of Minnesota Incident Qualification System User's Guide* and the *Help* function in the IQSweb software program.
4. Ensure persons to be uploaded to Interagency Resource Ordering Capability (IROC) meet National Wildfire Coordinating Group (NWCG) minimum standards:
   a. 310-1, *Wildland Fire Qualification Systems Guide*, and
   b. 901-1, *Standards for Course Delivery.*
5. Acknowledge that NWCG standards are required for mobilization to wildland fires outside of the Agency's jurisdictional boundaries through IROC.
6. Support the qualification of an individual through physical and/or electronic records available for review by MNDNR personnel within 30 days of notification to the Agency.
7. Update credentials, as needed, with the *Minnesota IQSweb Server, Account Profile* form.

MNDNR will:

1. Provide access to:
   a. IQSweb software computer program (or successor software), and
   b. State of Minnesota server hardware.
2. Update the IQSweb software computer program to the latest available version.
3. Backup data every 24 hours on server hardware through official State of Minnesota of Information Technology (MNIT) policies and protocols to protect the agency's data as much as feasible.
4. Suspend or revoke access to IQSweb until the terms and conditions are met.
5. Provide IQSweb training and support as requested, or as needed.
6. Provide support for questions related to IROC walk, Work Capacity Test (WCT) and position task book training.
7. Be solely responsible only for the qualifications of MNDNR personnel, not other IQSweb Users.

8. Ensure all State of Minnesota personnel uploaded to IROC meet NWCG minimum standards:
   a. 310-1, *Wildland Fire Qualification Systems Guide*
   b. 901-1, *Standards for Course Delivery*
   c. *MN 310-1 supplement*

IQSweb Data Collection/Entry Form

Link to form:

The *Data Collection/Initial Entry Form* is an electronic form required to provide data for a person who would like to be entered into the Incident Qualifications System (IQSweb).

The first page is the "*Notice of Intent to Collect Private Data for Incident Qualification Card Application Form*". This gives IQSweb personnel permission to access private data for IQSweb.

Data Collection/Initial Entry Form

DEPARTMENT OF NATURAL RESOURCES

Notice of Intent to Collect Private Data for Incident Qualification Card Application Form

As an applicant for Incident Qualification carding, you are being asked to provide information that the Minnesota Government Data Practices Act classifies as private.

As an applicant for a Minnesota firefighter incident qualification card, the Minnesota Department of Natural Resources is collecting data that is classified as private data under the Minnesota Government Data Practices Act and Minnesota Statutes, section 13.43, personnel data. Private data includes personal information such home address, cell phone number, emergency contact and medical information. The private data will be used to determine your eligibility as an applicant for firefighter incident qualification card; for planning and responding to emergency situations; and for contact purposes. You are not legally required to provide this information. However, if you do not provide it, DNR may not be able to determine your eligibility as an applicant or to contact you. Your private data will be available to those: who assist with the application evaluation process; whose work duties or assignments reasonably require access including emergency personnel; as required or allowed by state or federal law or pursuant to court order; and with your written consent.

Employee Signature: _____ Date:_____ **REQUIRED**

At the bottom of the page, the Employee Signature and Date are required.

Page 2 is set up to basically match the IQSweb data entry screen for entering the person's data. All spaces need to be completed as much as possible.

IQSweb
Incident Qualification System

Data Collection/Initial Entry Form   Name: _____

IQS Person/Organization		

Last Name:	First Name:	Middle Name:

FD employee ID:	FD Job Title:	Fitness Level:
IROC Resource:	Employment status: (full time, seasonal, emergency fire fighter)	Certifier:
Date of Birth: Month ▾ Day ▾		Effective:

State-NWCG: MN-MNS	FD Station:	Work phone 1:
Org level 1: DPS	Address:	Work phone 2:
Org level 2: DPS-FM	City/State/Zip	
Org level 3: FD-Regions	Home Address:	Work Cell phone:
Org Level 4: FD Region areas ▾	City/ State/Zip	Home phone:
	FD Email Address	
Org level 5: FD Station name:		Personal Cell phone (optional):
	Personal Email Address (Optional):	

Allergies:	Medications:	Clothing sizes (optional):

Sex:	Emergency Contact Information:	Team/Crew:
Height:		Jet port 1:
Weight:		Jet port 2:

If this person is transferring from another employer, please list their previous employers IQS/IQCS contact name, phone and email address:

2

Org Levels 1-3 are assigned.
Org Level 4 is chosen from a drop-down list.
Org Level 5 is entered free style.

An email address, Work Phone and Month and Date of birth are required for the IQSweb record to be integrated into IROC.

Page 3 is for listing any Training and Certifications completed.

Data Collection/Initial Entry form for Fire Depts.   Name: _____

If this person is transferring from another employer, please list their previous employer's IQS/IQCS contact name, phone, and email address

Certifications - Training

Course Number	Course Title	Planned Date	Completed Date	Instructor	Location	Hours	Host agency	Comments

Certifications – Supervisor Designated Target Positions

Position Job code	Created	Priority	Comments

3

Page 4 lists any Task Books initiated and/or completed, Certifications and Qualifications approved by the MIFC Training Office.

At the bottom of the page, the Employee Signature and date are required. The Fire Chief needs to sign and date the document. Electronic signatures are acceptable for both.

A copy of all required training certificates, completed task books, Work Capacity Tests, and FEMA IS-100 and IS-700 certificates need to be included with the forms.

IQSweb
Incident Qualification System

Data Collection/Initial Entry form for Fire Depts.   Name: _____

Certifications – Task Books

Position Job Code	Initiated Date	Expires Date	Issuer	Completed Date	Certifier	Certification Date	Comments

(MIFC TRAINING OFFICE ONLY) Certifications – Qualifications

IROC Entry Y or N	Qual Type (JOB, TRN, OJT)	Qualification	Effective Date	Expiration Date	Certifier	Dispatch Level (Nat'l or State)	Position Priority (order)	Agency Certifier Comments

Employee Signature: _____   Date: _____   **REQUIRED**

Fire Chief Signature: _____   Date: _____

Please attach copies of all required training certificates, completed task books, WCT, FEMA ICS 100 and ICS 700 certificate of completion to this application. 4

Data Entry Standards

Person/Organization Profile

Once an agency has received IQSweb training and been granted access to the system, the following guidelines should be used to properly enter individuals and data into IQSweb. Create a person's record: Review the options outlined in Figure 1 (below) to determine how to add a firefighter to the IQSweb database.
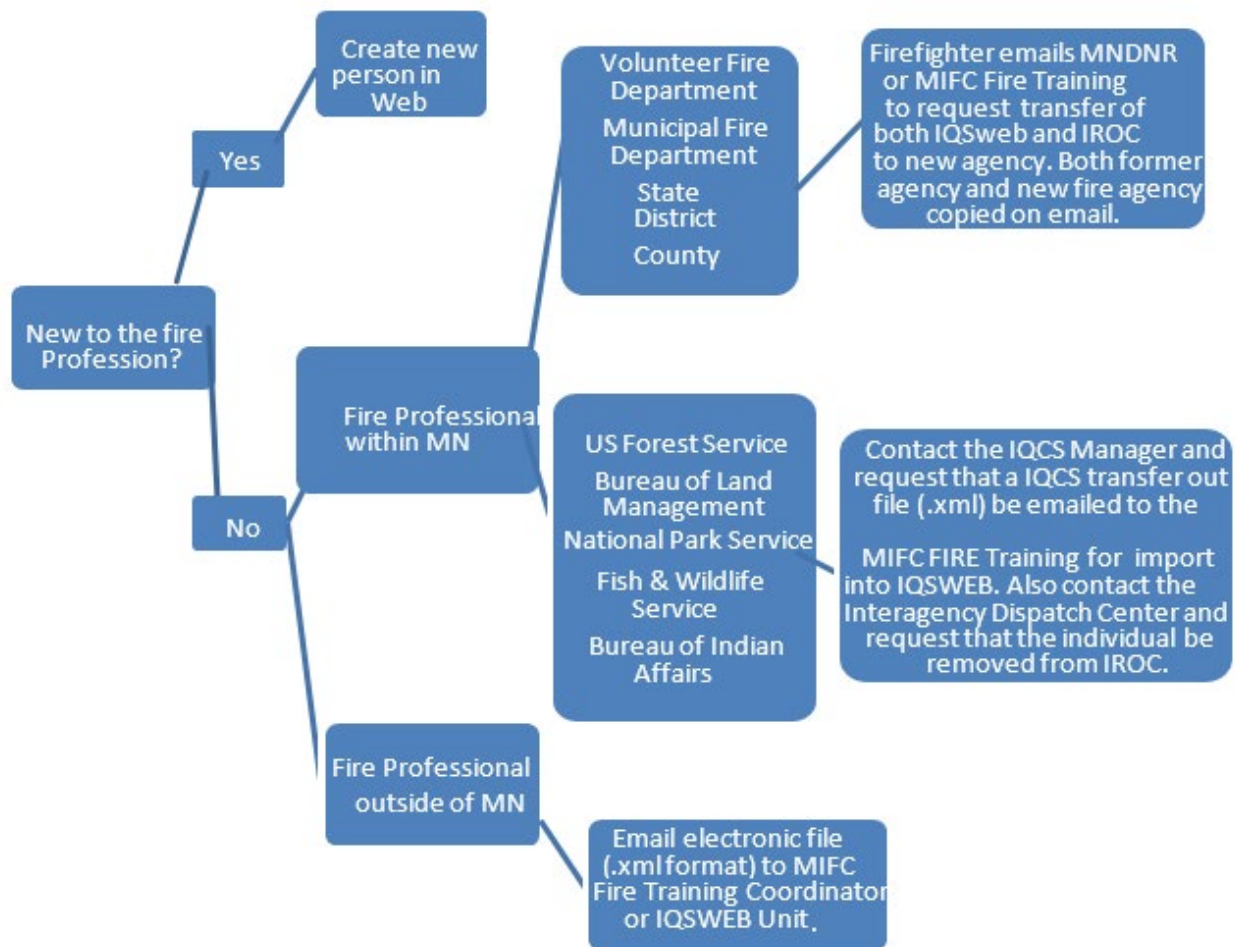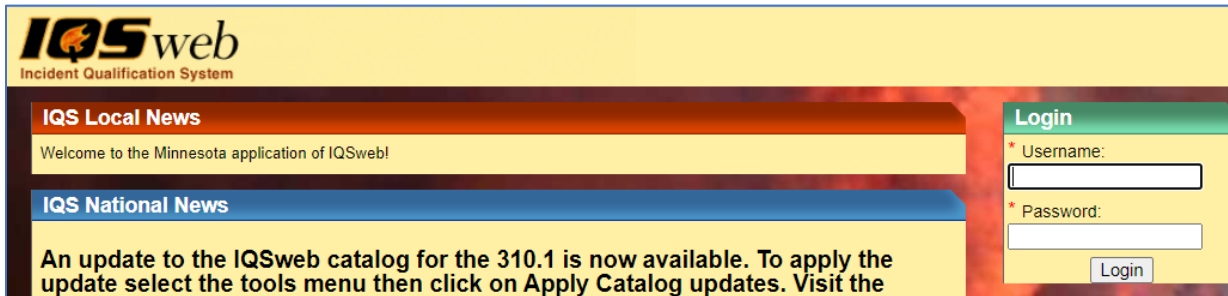
Figure 1. Process to add a firefighter* into your agency's IQSweb database.

It is important to save the individual's Master Record before transferring them from one agency to another. This provides a record of the person's experience and qualifications just in case data is lost during the transfer process.

If it is determined to add new data, log in to IQSweb.

The provided instructions cover the basic use of IQSweb. For additional information, click
IQSWeb Help (windows.net)

IQSweb is only accessible using a Login Username and Password. The Login
Username will be assigned to the user by the MIFC Training Office. A temporary
password will be assigned, and the system will require the password be reset upon
login.
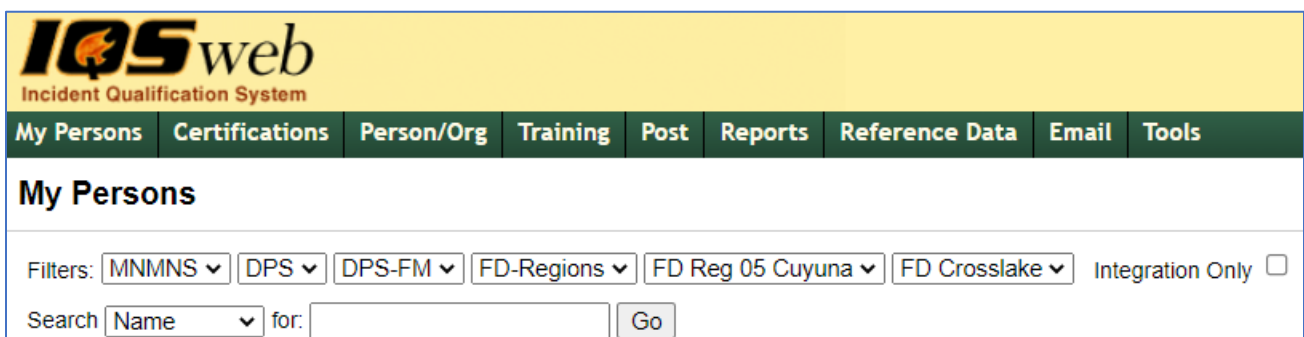
Go to the *Navigate IQSweb* section in the upper left corner and click on either *My Persons* or
Person/Org.

My Persons

The **My Persons** module is used to view, sort and analyze the persons that the user has

access to manage.

Click on the name of an existing person for your agency. Scroll to
the bottom of that record and select *Add New Person*.

A blank record will open like the sample below. Enter the data and then select *Save Changes* at the bottom of the screen when data entry is complete.

Save Changes 📝

Required data fields are starred fields (*****) with **green** shading must be completed before you can save a person's record.

Name:

Enter the person's legal name exactly as the name appears on the person's government identification card (i.e. driver's license). This exact information is critical for identification and travel purposes. If this person is to fly to a fire, a flight boarding pass will be generated by the Minnesota Interagency Coordination Center (MNCC) with this exact name. When arriving at the airport security checkpoint, the boarding pass must match the government identification card exactly to pass through the airport security checkpoint. **Tag:** Do <u>NOT</u> use this field. This is only for use by MNDNR IQSweb Administrators when duplicate names exist within IQSweb.

GUID: Do not use this field. The Globally Unique Identifier is automatically generated by the IQSweb program to assign a unique ID to each person. For data entry, this is not available. The GUID will appear on the screen after it has been assigned by the program.

IQSweb ID:
IQS ID:	

Do NOT use this field. This is a carryover from older PC-based IQSweb programs and should be left blank.

RC ID:
RC ID:	

Do not use this field. The IROC Clearinghouse identifier is automatically generated by IROC when this resource is uploaded to IROC. Modifications to this field can have adverse consequences to the person's IQSweb record and ability to be listed in IROC.

Integration?:
Integration? ☐

Check this box for individuals that are qualified and available to be imported into the IROC system for interagency assignments. This box only makes the person available to be imported from IQSweb into IROC. It does not determine which qualifications are imported to IROC or if they are available to accept assignments.

Dispatch:
Dispatch:	MNMNCC ⌄

Use the drop-down box to select MNMNCC (Minnesota Interagency Coordination Center, located at MIFC in Grand Rapids). This is always MNMNCC.

Provider and Home Unit:
Provider:	MNMNS ⌄
Home Unit:	MNMNS ⌄

Use the drop-down box to select MNMNS.
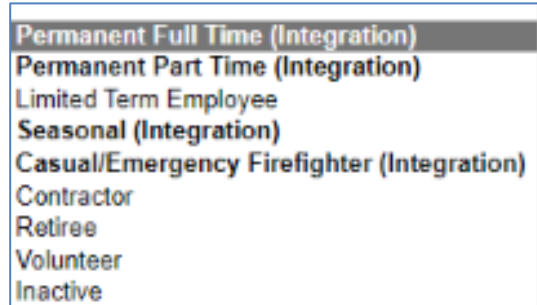
Job Title:
Job Title:	

Type in employee job title.

Employee Status:
Emp. Status:	⌄

Use the drop-down box to select the appropriate value. IQSweb does not require this field to create a person, but it must be filled out for individuals that wish to be imported into IROC. Do NOT use invalid codes or the individual's record cannot be imported to IROC. Do NOT create new employment codes as these must match with existing employment classes that are in IROC. Only those labeled (**Integration**) will be imported into IROC.
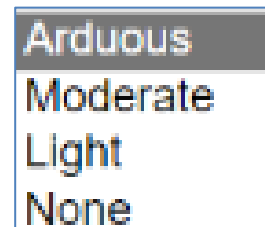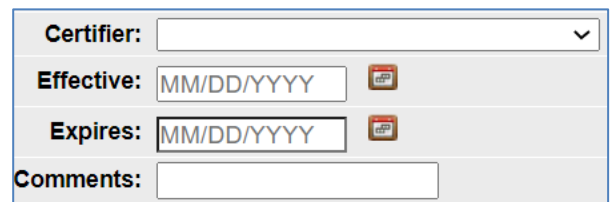
| Permanent Full Time (Integration) |
| Permanent Part Time (Integration) |
| Limited Term Employee |
| Seasonal (Integration) |
| Casual/Emergency Firefighter (Integration) |
| Contractor |
| Retiree |
| Volunteer |
| Inactive |

Fitness Level:

Can be entered directly into the *Person/Org* screen or can be entered later through the Post Fitness option. IQSweb does not require this field to create a person, but it must be completed for individuals that wish to be imported into IROC.

| Arduous |
| Moderate |
| Light |
| None |

Only Arduous will be imported into IROC.

Certifier: Name of fitness certifier. Only certain persons are authorized to be certifiers. Name is required for the field, choose from dropdown.
Effective: Date the fitness level goes into effect.
Expires: Date the fitness level expires, and a new fitness test is required.
Comments: Comments pertaining to the person's fitness.

Certifier: [˅]
Effective: [MM/DD/YYYY] 📅
Expires: [MM/DD/YYYY] 📅
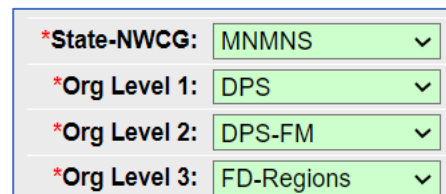Comments: [   ]

IQSweb Organization Levels:
These data fields have been pre-determined for your agency when assigned an IQSweb account.

**State-NWCG**: will always be MNMNS.
Org Level 1 will always be DPS; Department of Public Safety
Org Level 2 will always be DPS-FM; State Fire Marshall
Org Level 3 will always be FD-Regions; MSFDA Fire Department Regions.

*State-NWCG: [MNMNS ˅]
*Org Level 1: [DPS ˅]
*Org Level 2: [DPS-FM ˅]
*Org Level 3: [FD-Regions ˅]

Org Level 4 will be chosen from the drop-down box.

FD Reg 01 Capitol	Capitol City
FD Reg 02 Northern	Northern Region
FD Reg 03 Arrowhead	Arrowhead Region
FD Reg 04 NW	Northwest Region
FD Reg 05 Cuyuna	Cuyuna Region
FD Reg 06 Lake	Lake Region
FD Reg 07 St. Croix	St. Croix Valley
FD Reg 08 N Suburban	North Suburban
FD Reg 09 W Central	West Central Region
FD Reg 10 Central	Central Region
FD Reg 11 United	United Region
FD Reg 12 MN Valley	Minnesota Valley
FD Reg 13 SW	Southwest Region
FD Reg 14 S Central	South Central Region

Org Level 5 will be chosen from the drop-down box. Below is a sample of the list, which is several pages:

FD Ada	Ada Fire Department
FD Adams	Adams Vol Fire Department
FD Adrian	Adrian Fire Department
FD Aitkin	Aitkin Fire Department
FD Alaska	Alaska Fire Department
FD Albany	Albany Fire Department
FD Albert Lea	Albert Lea Fire Department
FD Albertville	Albertville Fire Department
FD Alborn	Alborn Fire Department
FD Alden	Alden Fire Department
FD Alexandria	Alexandria Fire Department
FD Almelund	Almelund Fire Department
FD Alpha	Alpha Fire Department
FD Altura	Altura Fire Department
FD Alvarado	Alvarado Vol Fire Department
FD Amboy	Amboy Fire Department
FD Andover	Andover Fire Department
FD Annandale	Annandale Fire Department
FD Anoka-Champlin	Anoka-Champlin Fire Department
FD Apple Valley	Apple Valley Fire Department

Station: This field can only be selected from the drop-down list. All stations are listed alphabetically and will begin with "FD". The **Address:** will automatically populate once the Station is chosen. Below is a sample of the list, which is several pages:

FD Ada	410 West main Street		Ada	MN	56510
FD Adams	PO Box 357	16 E Main St	Adams	MN	55909
FD Adrian	PO Box 190	310 MAINE AVE	Adrian	MN	56110
FD Aitkin	109 1ST Avenue NW		Aitkin	MN	56431
FD Alaska	28987 Alaska Lane		Puposky	MN	56667
FD Albany	PO Box 1	221 4th Street	Albany	MN	56307
FD Albert Lea	417 Newton Ave So		Albert Lea	MN	56007
FD Albertville	5959 Main Av NE	11350 57th St NE	Albertville	MN	55301
FD Alborn	6955 Stoney Brook Road	6390 Hwy #7	Alborn	MN	55702
FD Alden	PO Box 241	174 N Broadway	Alden	MN	56009
FD Alexandria	302 Fillmore Street		Alexandria	MN	56308
FD Almelund	15740 Maple Lane		Center City	MN	55012
FD Alpha	PO Box 142	215 Main St North	Alpha	MN	56111
FD Altura	25 N Main Street, Suite 1		Altura	MN	55910
FD Alvarado Vol	PO Box 953	165 Marshal St	Alvarado	MN	56710
FD Amboy	PO Box 85	Maine St	Amboy	MN	56010
FD Andover	13875 Crosstown Blvd NW		Andover	MN	55304
FD Annandale	PO Box K	340 Polar Avenue	Annandale	MN	55302

Home Address: Optional field. Enter the person's home physical address.

Home Address:	
City, State, Zip:	

Email address: Enter the person's email address. The Email Address is required for integration into IROC. Most times, the Minnesota Interagency Coordination Center (MNCC) will email the person's resource order instead of fax.

Email Address:	

Contact Information: This information (email, phone, fax, cell, pager, etc.) is imported into IROC. A phone number must be entered into the Work/Cell Phone 1 in order to be imported into IROC.

You should enter the information that you would like the Minnesota Interagency Coordination Center (MNCC) to use to contact the individual for assignments. If your agency has a policy that all assignment requests go through a central office or person, then only list that contact information. Phone numbers must be in the following format: 123-456-7890.

Work/Cell Phone 1:	123-456-4590
Work Phone 2:	___-___-_____
Alt Cell Phone:	___-___-_____
Pager:	___-___-_____
Fax Number:	___-___-_____
Home Phone:	___-___-_____

Birth Month Day: This is required for entering into IQSweb and for sending to IROC.

Birth Month Day:	04/23

Gender is chosen from the drop box.
Height and weight are needed when traveling with teams/crews when weight restrictions may apply.

Sex:	⌄
Height:	
Weight:	

Allergies and Medications: This is an optional field, but this information does print on Incident Qualifications Cards. Enter any important or critical information.

Allergies:	

Emergency Contact Information: This information is printed on Incident Qualification Cards. Follow your agency policy to determine if this should be a central point of contact for your agency or if individual contact information can be entered.

Emergency Contact Info:	

Team/Crew: Do <u>NOT</u> use this feature and do <u>NOT</u> create new values for this field.

Jet Ports: Only select valid FAA approved codes from the drop-down list. Do <u>NOT</u> create new Jet Port codes. IQSweb does not require thisfield to create a person, but it must be completed for individuals that wish to be imported into IROC. Only the Jet Port 1 value is imported into IROC, so there is no need to enter a value for Jet Port 2.

Save Changes: At the lower left corner of the Person/Org page, click on this blue phrase to save this person's record you just created.

Edit this person: At the lower left corner of the Person/Org page, click on this blue phrase to edit a person's record.

Cancel changes: At the lower left corner of the Person/Org page, click on this blue phrase to cancel changes to this person's record.

Certifications

The **Certifications** module is used for adding, editing and deleting a person's certifications. There are five sub-menu items. Selecting any one of the 5 sub-options will take the user to the corresponding data screen.

-        <u>Qualifications</u>
-        <u>Training</u>
-        <u>Experience</u>
-        <u>Target Positions</u>
-        <u>Task Books</u>

The top portion of the module displays information for a person. When the user opens the module directly from the menu, the first person, in alphabetic order, will be displayed to which the user has been given access. It is important to understand the edits and checks that are performed between certification tabs to make most efficient use of the system. For example, when a task book is initiated, a training (TRN) qualification is automatically created. So even though you can directly enter a TRN qualification for a person, you will not need to if you issue them a task book first, but you will need to make sure the TRN qualification's information is complete under the Qualifications tab.

Qualifications

After an individual's data record has been successfully created and saved, the Training certifications should be entered. After Training data is entered, qualification/position information may be entered. From the Person/Org Screen, click on *Certifications* to begin this process.

The following data entry process to create qualifications is critical and should be followed to ensure position currency is properly maintained. Typically, positions should NOT be entered directly into the Qualifications tab. The exceptions are positions that do not require task books. Common exceptions are found below in Table 1.

Table 1. Common Qualification/Positions that do not require task books

Job Code	Qualification/Position
FFT2	Firefighter Type 2
EMTB	EMTB Emergency Medical Technician Basic
EMTI	EMTI Emergency Medical Technician Intermediate
EMTP	EMTP Paramedic
EMPF	EMPF Fireline Paramedic
EMTF	EMTF Emergency Medical Technician Fireline

Qualifications Tab

The qualifications tab displays any qualifications previously entered for the person. Depending on their level of access, the user can add, edit and delete the qualifications from this screen. Some users can also run the Incident Qualification Card report for the person by clicking that link at the bottom of the grid.

Qualifications	Training	Experience	Target Positions	Task Books						

*Qual Type	*Job: Code - Hazard - Title△	*Effective Date	*Expiration Date	Certifier	Dispatch Level	Pos Pr'y	Integration	Comments

NOTE: After successfully initiating a position task book (PTB), the new Trainee position will auto-populate in the Qualifications tab. Additional information is needed in the Qualifications Tab to complete the record.

Entering a Qualification:

Open the record: Click on the pencil icon [icon] to the left of the data line. The following screen will appear. Complete the required data.

*Qual Type:	JOB ⌄
*Job Code - Hazard Type - Title:	[Select Job] ⌄
*Effective Date:	MM/DD/YYY` 📅
*Expiration Date:	MM/DD/YYY` 📅
Certifier:	⌄
Dispatch Level:	⌄
Position Priority:	
Integration Qualification:	☐
Comments:	

OK   Cancel

Qualifications Field Definitions

***Qual Type**: Code to indicate if the qualification is job, trainee, or skill (JOB, TRN, SKILL), is chosen from the drop-down list.

- ***Job Code – Hazard – Title:** Chosen from drop-down list.
- ***Effective Date**: Date qualification is effective. The expiration date will be calculated after an effective date is selected.
- ***Expiration Date**: Date qualification becomes lapsed. The value is calculated based on the certification period of the qualifications. Red indicates the qualification expired. For TRN positions, the expiration is always 3 years from the effective date. The date is automatically calculated when the effective date is entered or updated.
- **Certifier**: Name pf person certifying the person's qualifications, chosen from the drop-down list. A name is required. The IQSweb manager may retain the historical name in this data field from past or update to the person's current supervisor (i.e. Chief).
- **Dispatch Level:** Indicates the dispatch level to which this qualification is applicable. (NATIONAL, COMPACT, STATE, REGION, AGENCY SPECIFIC}, from a pull-down list. This column can be used for filtering the qualifications that are printed on the Incident Qualification Card.

"Dispatch Level" is not the ideal term for this field. It has nothing to do with whether or not you can or want to be dispatched in this position but rather it is the Qualification *Standard* to which the position will be attained.

o **National -** All National Wildland Fire Coordinating Group (NWCG) qualifications found in NWCG publication, 310-1. These qualifications may be uploaded to IROC.

o **State –** All qualifications recognized at the State level only (MN-310-!). These qualifications are <u>not</u> uploaded to IROC: Examples below:
- MN-MRXB2
- MN-MRXB1
- Minnesota All-Hazard IMT3 positions
- Agency – Any qualifications recognized by each individual agency that are not to national standard or state standard. Not uploaded to IROC.

- **Pos Pr'y (Position Priority):** Enter a number to establish the order in which the qualification displays on the Incident Qualification Card. If left blank, the position will not display on the Incident Qualification Card (red card).
- **Integration Qualification**: Indicates whether training manager wants the person and their qualifications sent to IROC. If the field is checked, and the person is an IROC person, this person will be displayed in the IROC management screen if changes to their qualifications are made that will affect what might already be in IROC. If a qualification is uploaded to IROC, the firefighter is willing to accept a typical assignment (i.e. two weeks exclusive of travel) acting as this qualification.
- **Comments**: Any pertinent comments pertaining to the qualifications. Optional field. IQSweb Unit leaders may add any information relevant to the person's record.

Qualification Currency

Qualifications must not be expired and must also meet fitness and refresher training requirements for the position to be current. Qualifications must meet currency requirements to either print on the Incident Qualification Card or be sent to IROC. The qualifications displayed on this screen will print on the Incident Qualification Card ONLY if they have a position priority and are current. Qualifications must have a check mark in the Integration column to be sent to IROC.

Currency Red Flags:

The qualification expiration date must be greater than the current date for the qualification to be current. The Expiration Date for Expired qualifications is shown in **RED**. Qualifications that will expire within 6 months, the expiration date is shown in <mark>YELLOW</mark>. This serves as a warning to the training manager or dispatcher to possibly get that person an assignment before the qualification expires.

Values in the **Pos Pr'y** (Position Priority) and **Integration** columns are turned **RED** if the Fitness or Refresher Training requirements for the position are not currently met. These checks are done only for qualifications that have a position priority value or are checked as IROC qualifications. Hovering the cursor over the red flagged values in the Pos Pr'y column will allow you to see why those qualifications are not current and would not print on the Incident Qualification Card. Red flagged values in the Integration column indicate the qualification is not current and will not be sent to IROC. The following checks are made for each qualification and the tool tip will display a warning for each check that does not pass:

•   Fitness Not Current - The fitness expiration date must be greater than the current date and the fitness level must be at or above the level required for the position.

Pos Pr'y	Integration
1	☑
1	Fitness has expire
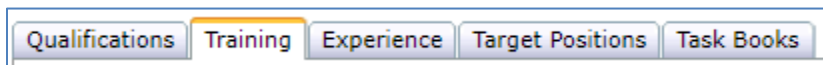
•   Refresher Training Not Current - (As marked above but says "RT not current"). If a refresher training is required for the position, the person must have completed the refresher training within the refresher period defined for the course in the Reference Data/Courses table. The requirement for completing a refresher training starts 1 year (or whatever the refresher period is defined as) after the qualification effective date.

•   Non-IROC Person -This is an additional check on the Integration column only. If the qualification is checked as an IROC qualification, but the person is not checked as an IROC person in the Person/Org screen, the Integration column will be flagged as this qualification will not go to IROC until the person is checked as an IROC person.
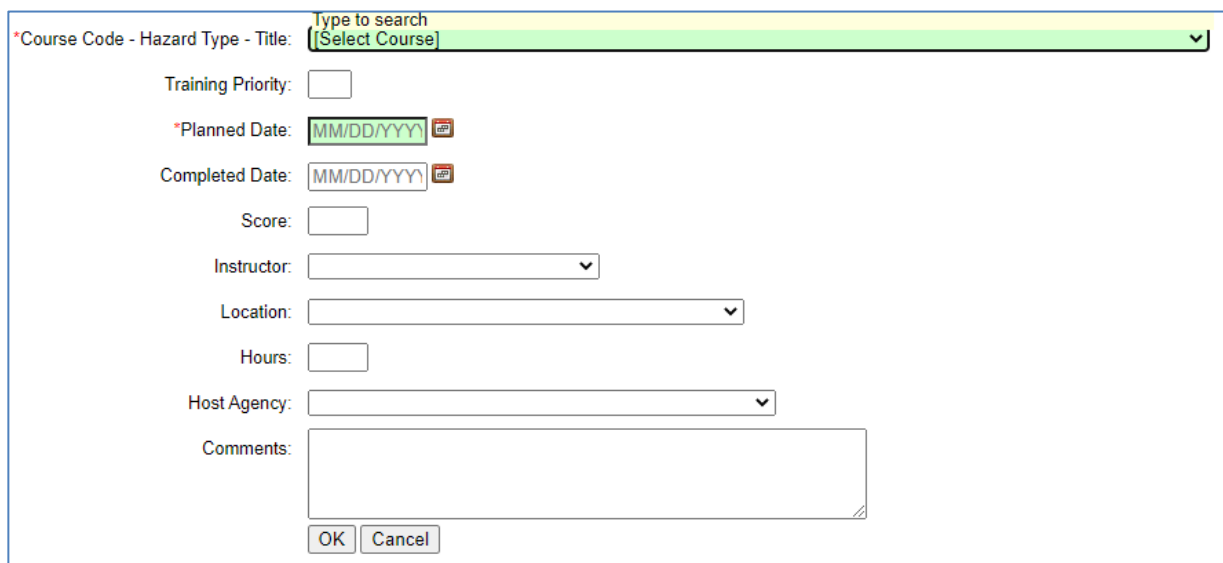
Integration	Commer
☑	
☐	Fitness has expire; Non-Integration Person

Training

After an individual has been successfully created and saved, you may begin to enter training certifications. From the Person/Organization Screen, click on *Certifications*. Click on the *Training* tab.

| Qualifications | Training | Experience | Target Positions | Task Books |

To enter an individual's new training, click on the *green plus icon* to [icon] access the appropriate courses to enter into this IQSweb database. If a course is not listed, it is not appropriate or necessary to document. Starred * and shaded *green* fields (Course and Planned) are required to save the new record.

*Course Code – Hazard Type - Title: Select the correct value from the drop-down list.

Training Priority: is only entered if you choose to enter future, planned courses.

*Planned Date: Can be used to estimate dates for future trainings. IQSweb requires a planned date for all courses. For courses that have already been successfully completed, make the planned date match the date of course completion.

Completed: This should be the date the training was successfully completed and should match the date on the course certificate.

Score: Optional field. It is assumed that the course was successfully completed if entered into this database. P, Pass, 100 or the actual numeric grade may be entered in this field.

Instructor: Select the lead instructor's name from the drop-down list. Names are required in this field.

Location: Select the physical location of the training from the drop-down list.
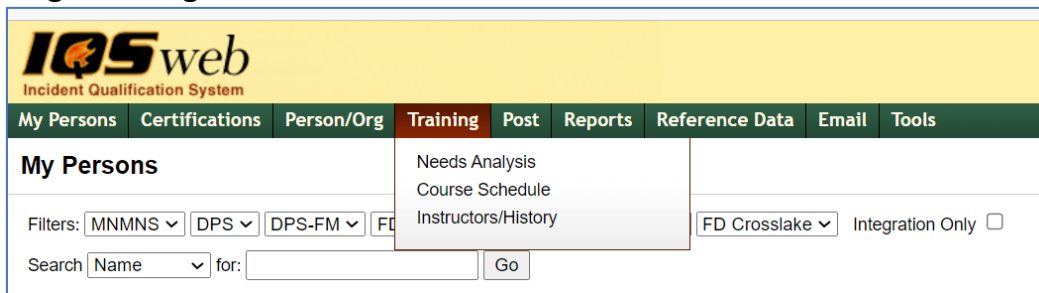
Hours: IQSweb auto-populates the minimum hours required by NWCG for each course.

Host Agency: Select the name of the agency hosting/sponsoring this course from the drop-down list.

Comments: Optional field. Any pertinent comments pertaining to the training can be listed.

Training is added as needed.

Entering Training Courses

The "Training" menu option on the main IQS menu has three sub-menu items. Selecting any one of the 3 sub-options will take the user to the corresponding data screen.

- **Needs Analysis** - this option is not to be used.
- **Course Schedule** - this option is used to enter the scheduled courses to be conducted.
- **Student Selections** – link on the Course Schedule page is used for selecting the students that will attend each of the scheduled courses.
- **Post Course Results** – link on the Course Schedule page is for entering completed course information for all the students who attended a course.

- **Update Instructor Histories** - a tab within the Post Course results screen can be used for adding and editing Instructor Histories.
- **Instructors/History** - this screen is used to track instructors and their teaching history. Teaching history can also be posted for instructors using the Post Course Results scree

Course Schedule

The Course Schedule screen is used to manage all scheduled courses. From this screen, user can add, edit, or delete scheduled courses, select students for a course and post course results.

Training Course Schedule

Hide courses prior to: 6/7/2022   Search in Code or Course Title columns for: [ ] Go

	Code	Hzd	Course Title	Session	Start	End
📑	L-380	WF	Fireline Leadership		10/24/2022	10/28/2022
📑	S-212	WF	Wildland Fire Chain Saws		9/19/2022	9/23/2022
📑	RX-310	RX	Introduction to Fire Effects		9/19/2022	10/31/2022

Steps to Use the Course Schedule Screen
- Select **Training/Course Schedule** from the **IQS** menu.

- To navigate between pages of a table you can either use the drop down list to select a page number you would like to view or click on the Prev or Next links to navigate through one page at a time. < Prev Page 2 ⌄ of 13 Next > The page-to-page navigation links are located at the bottom of each screen.

- To view only your most recently scheduled courses, you can use the hide field to indicate a date prior to which you do not want to see courses.

Hide courses prior to: 6/7/2022

- You can also utilize the search capability by typing search strings in the "Search in Code or Course Title Columns for" field.

Search in Code or Course Title columns for: S-131   Go

- Press the Go button [Go] to get a list of scheduled courses that meet the search criteria.
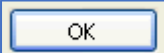
Training Course Schedule

Hide courses prior to: 6/7/2022 📅 Search in Code or Course Title columns for: S-131 [Go]

	Code	Hzd	Course Title	Session	Start▽	End	Loca
📇	S-131	WF	Firefighter Type 1	2	6/8/2022	6/9/2022	ICC, Grand Rapids MN
📇	S-131	WF	Firefighter Type 1	1	6/6/2022	6/7/2022	ICC, Grand Rapids MN

- To schedule a new course, click the add new record icon 📇 at the bottom of the grid. The Schedule Training screen will be displayed for adding, editing and deleting scheduled training. Refer to Add Scheduled Course for further detailed instructions.

- To edit a scheduled course, click on the course code link S-230 to edit the scheduled course. A new screen will appear which you will then select

the Edit this Scheduled Course 📝 link. Refer to Edit Scheduled Course for further detailed instructions.

- To delete a scheduled course, click the Delete icon 📇 to the left of the course code

number of that course. A dialog box will appear for you to choose either OK if you

would like to delete the course or Cancel if you choose not to delete the course.

- To select students for the scheduled course, click on the students link on the right. See Student Selections for further instructions on how to add, edit, or delete student selections.

- To post course results for the scheduled course, click on the Results link on the right under the column heading titled "Post." See Post Course Results for further instructions on how to add, edit or delete, post course results.
- Click the column heading for any column including the alerts to sort the records ascending △ or descending ▽ by that column.

Add Scheduled Course
New scheduled courses for training can be created.

Schedule Training

Schedule Training

Scheduled Course Details

* Course Code - Hazard Type - Course Title:	[Select Course] ▼	
* Start Date: MM/DD/YYY 📅	* End Date: MM/DD/YYY 📅	Session Number: ___ * Location: [Select Location] ▼
Start Time: ___	End Time: ___	Hours: ___ Host Agency: ___ ▼
Max Size: ___	Students: ___	Priority: ___
Tuition: ___	Total Training Costs: ___	Nomination Due Date: MM/DD/YYY 📅
Comments: ___		

Steps to add Scheduled Course

1.   Left click on **Training/Course Schedule** from the **IQS** menu.

2.   Click on the schedule new course icon [icon]. A new screen will appear.

3.   You can use the drop-down lists to select data by left clicking on the Drop-down list button [icon]. Then left click on the data you would like to select. You can also select data by using your up and down arrow keys on your computer keyboard to navigate through the list.

4.   When entering a date you can either enter the date manually or left click on the Calendar button [icon] and select by left clicking the date.

5.   The fields that are displayed in green are required fields.

6.   Use your Tab key on your computer keyboard to navigate through the fields or left click on each individual field.

7.   Once you have entered the information you can either click on [Save and add instructors] to save the information or you can select [Cancel and return to list] if you do not wish to save.

8.   If you choose to save the information a new screen will be displayed for you to enter the instructor information.

Scheduled Course Details

Course Code: S-131	Hazard Type: WF		Course Title: Firefighter Type 1		
Start Date: 9/28/2015	End Date: 9/30/2015	Session Number:		Location: FL Fire College	
Start Time: 0800	End Time: 0700		Hours: 8	Host Agency: Divison of Forestry	
Max Size:	Students:		Priority:		
Tuition:	Total Training Costs:		Nomination Due Date:		
Comments:					

Edit this Scheduled Course   Delete Scheduled Course   Add New Scheduled Course

[navigation icons]

Instructors and Coordinators

	*Coord	Level	*Instructor Name	Agency	Work Phone	Cell Phone	Fax	Email
[edit/delete]	☐	Lead	Adair, Charles					
[edit/delete]	☐	Unit	Alvarez, Alfred					
[edit/cancel]	☐	[dropdown]	[Select Instructor]					

[insert icon]

Return to Training Course Schedule   Go to Select Students

9.   Once again using the drop-down lists enter the information in the blank fields. Make sure to check the box [☐] if the person is a coordinator rather than an instructor. If you would like to save the information click on the Insert button   . Click on the Cancel button if you choose to not save the information [icon].

10.   Left click on [Return to Training Course Schedule] to return to the Course Schedule main screen or left click on [Go to Select Students] to select students for the selected course.

Edit Scheduled Course
Existing scheduled courses for training can be edited.

Steps to edit Scheduled Course
1.   Left click on T**raining/Course Schedule** from the **IQS** menu.
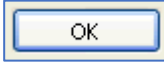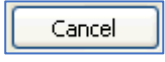2.   Locate the course you would like to edit. You can use the search feature and type in the course code [Search in Code or Course Title columns for: ____ Go].
You can also use the arrows at the bottom of the screen to scroll between pages. [⏮ ◀◀ ▶▶ ⏭]
When you have located the course you wish to edit, click on the course link, a new screen will appear.
3.   The new screen will give you information about the course you selected. If you need to locate another course you can use the navigation tools on this page directly above the Instructors and Coordinators grid.
4.   To edit the selected course, left click on the [Edit this Scheduled Course] link at the bottom of the displayed screen. Another new screen will appear.
5.   You can use the drop-down lists to select data by left clicking on the Drop-down list button [⌄]. Then left click on the data you would like to select. You can also select data by using your up and down arrow keys on your computer keyboard to navigate through the list.
6.   When entering a date you can either enter the date manually or left click on the Calendar button [📅] and select by left clicking the date.
7.   The fields that are displayed in green are required fields.
8.   Use your Tab key on your computer keyboard to navigate through the fields or left click on each individual field.
9.   After editing the information for the course you can either click on the [Save Changes] link in order to save the information or select the [Cancel Changes] link to not save the changes.
10.   Left click on [Return to Training Course Schedule] to return to the Course Schedule main screen.
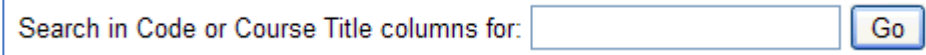
Delete Scheduled Course
Existing scheduled courses for training can be deleted.

Steps to delete Scheduled Course

1.   Left click on T**raining/Course Schedule** from the **IQS** menu.
2.   Locate the course you would like to delete. You can use the search feature and type in the course code `Search in Code or Course Title columns for: [          ] [Go]`.
You can also use the arrows at the bottom of the screen to scroll between pages. `[◀|] [◀◀] [▶▶] [|▶]`
When you have located the course you wish to delete, click on the course link, a new screen will appear.
3.   The new screen will give you information about the course you selected. If you need to locate another course you can use the navigation tools on this page directly above the Instructors and Coordinators grid.

4.   To delete the selected course, left click on the `Delete Scheduled Course ⊘` link at the bottom of the displayed screen.

5.   A dialog box will appear for you to choose either `[ OK ]` to delete the scheduled course or `[ Cancel ]` to not delete.
6.   Left click on `Return to Training Course Schedule` to return to the Course Schedule main screen.

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.

NOTE: if you export this file to MS Word and the lines are not showing, make sure you select Tools/Options, View Tab, Print and Layout Options category, click Drawings.

Steps to complete the Nomination Form

1. Place your cursor over **Reports** and then **Training** and left click on the sub-option **Nomination Form**.

Post	Reports	Reference Data	Email	Tools			Integrat

Persons	Reference Data	Training	
Incident Qualification Card	Courses	Candidates	
by Incident	Course Equivalencies	Course Instructors	
with Certifications	Incidents	Courses Completed	
Check Qualifications	Incident Hazard Types	Courses Needed by	
Dispatch and Provider	Jobs	Course Roster	
Fitness to Expire	Job Currency	Course Roster History	
Fully Qualified Personnel	Job Prerequisites	Instructor History	
Master Record	NWCG Codes	Locations	
Needing Review	Organizations	Needs Analysis areas	
Open Task Books	Station Addresses	Needs Details	
Personnel List	Team/Crew	Needs Summary	
Qualified	User Org Level Access	Nomination Form	
Qualified Summary		Not Taken Course	Used to produce a NWCG Interagency Training Nomination form for an individual.
Qualifications to Expire		Outside Agency Students	

2. Select the Organization to filter the list of available persons. Your default Organizational Level Access (OLA) will be automatically displayed with entering this screen.
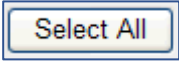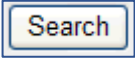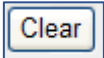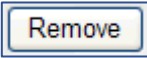
3. From the list of available persons, select the individuals for which you want to run the report.
   1. Use the Shift or Ctrl-Shift keys on your computer keyboard to select many individuals.
   2. Use the Select All button [Select All] if you want to select all persons in the list.
   3. If you need to quickly find a person, type all or part of their name in the "Search Available Persons:" box and click the Search button [Search]. The person(s) that match your search criteria will be displayed in the Available Persons box. Click the Clear button [Clear] to get your full list back after searching.
   4. Click the Add button [Add] to select the persons you have highlighted. These individuals will now be displayed in the Selected Persons box.
   5. If you want to remove any individuals from the list, select them and click the Remove button [Remove].
4. Select the scheduled course to which you would like to nominate an individual for training by left clicking on the box under Selected.

Selected Persons (1)

Lohmiller, John M (Chip)

[Remove] [Select All]

Scheduled Courses

Selected	Course Code	Date	Location
☑	L-380	10/24/2022	Michigan
☐	RX-310	9/19/2022	Online
☐	S-212	9/19/2022	Fort Snelling MN

5. Click the View Report button [View Report] to run the report.

The report will appear as shown below. The report can be printed or exported as a PDR and saved onto the computer and emailed to MIFCTraining.dnr@state.mn.us.

Sample Training Nomination form

NWCG INTERAGENCY TRAINING NOMINATION
AND AGREEMENT TO COLLECT FUNDS
INSTRUCTIONS: Complete Part I. Complete PART II only if there are tuition charges for the training

Part I Training Nomination

Date Submitted: **Priority:**   **of**

Course Session Information

Course Code & Name: RX-310 Introduction to Fire Effects

IQCS Session Number:

Location: Online

Start Date: **End Date:**

Tuition:

Coordinator Information

Coordinator Name: Todd R Manley

Coordinator Email: todd.manley@state.mn.us

Coordinator Phone & Fax: 218-322-2683

Nominee Information

IQCS Employee ID Number:

Nominee Name: John M Lohmiller

Title: Crosslake Fire Chief

Email: chief1@crosslake.net   **Phone:**

Training Officer Information

Training Officer Name:

Training Officer Email: **Phone:**

Nominee Agency & Home Unit Information

Agency Name:

Home Unit: MNMNS,DPS,DPS-FM,FD-Regions,FD Reg 05 Cuyuna,FD Crosslake

Address: 37028 County Road 66

City, State & Zip Code: Crosslake   MN   56442 **Phone:** 612-868-6744

Nominee Mailing Address (if different than Home Unit)

Address:

City, State & Zip Code:

List training completed and dates pertinent to this course

NFPA1021   12/10/2020   NFPA1041   6/8/2019   L-481   1/13/2017   ICS 400   3/24/2016

ICS-300   3/16/2016   L-381   1/15/2016   NFPA1002   5/5/2010   IS-100   4/8/2009

IS-200   4/8/2009   IS-700   4/8/2009   S-000   4/12/2003

List past qualifications pertinent to this course

FFT2   WF   5/20/2027   SF-FFT2   ST   8/26/2025   SF-FFT1   ST   8/26/2025

Student Selections

This screen allows the user to select the attendees for each training course that is scheduled. Selected students will have a planned training record, which can be viewed in [Certifications/Training](#), with the same planned date and location as the scheduled course.

There are 6 tabs available for student selections.

| Roster | Planning to Take Course | Need Course | Copy Another Roster | Everyone | Outside Students |

- [Roster](#) - this tab displays all the students (within the orgs you have defined in the filter) that have been selected for the course. A student is considered selected for the course if they have the training planned the same date and location as the scheduled course.

- [Planning to take Course](#) - this tab displays the students (within the orgs you have defined in the filter) who currently have the training planned regardless of the date or location.

- [Need Course](#) - this tab lists individuals (within the orgs you have defined in the filter) whose target position requires the course and they haven't yet planned or completed the course.

- [Copy Another Roster](#) – this tab allows you to choose another course's roster to copy into the course you are making student selections for.

- [Everyone](#) - this tab lists all persons (within the orgs you have defined in the filter). This list can be used to add persons to the roster that are not on the other lists.

- [Outside Students](#) - this tab allows you to add students to the roster who are NOT in the IQS database. These students will only be associated with this course. Their name or other information is not available for re-use in any other parts of IQS or on another course.

Reports are available to create a course roster (via **Go to the Course Roster report** link at the bottom of the page) or create a training nomination form along with many other training reports available via the [Reports](#) menu.

Click the **Email Selected Students** button at the bottom to create an email to yourself which blind courtesy copies (bcc) a list of all students selected on the current tab. Email addresses can be added for individuals via the Person/Org screen. An email subject line, message and attachments can be added prior to sending the email. Attachments are added by opening the File Explorer used by your operating system and dragging the selected file to the attachment drop portion of the email

Select Students

Scheduled Course: L-280 Followership to Leadership 1; on 10/14/2015 - 10/16/2015; at Blackwater Forestry Cente; by Coker ; Division of Forestry   12 students, 20 max

Filters: FLFLS | DOACS | (Wildcard) | (Wildcard) | (Wildcard) | (Wildcard)

Roster | Planning to Take Course | Need Course | Copy Another Roster | Everyone | Outside Students

Scheduled Course Roster

Select	*Person	Org Path	*Planned Date	Pr'y	Location
☑	Ackerman, Alex	FLFLS;DOACS;FFS;D-18;MDC;	10/14/2015		Blackwater Forestry Center
☑	Adams, Chuck E	FLFLS;DOACS;FFS;D-6;PCS;	10/14/2015		Blackwater Forestry Center
☑	Ainsworth, Matthew C	FLFLS;DOACS;FFS;D-4;CRA;	10/14/2015		Blackwater Forestry Center
☑	Bertone, Steven M	FLFLS;DOACS;FFS;D-17;DEP;	10/14/2015		Blackwater Forestry Center
☑	Brown, Christopher R	FLFLS;DOACS;FFS;D-7;;	10/14/2015		Blackwater Forestry Center
☑	Carruth, Thomas E	FLFLS;DOACS;FFS;D-12;KIS;	10/14/2015		Blackwater Forestry Center

Steps to Select Students for a Course

1.   Select **Training/Course Schedule** from the **IQS** menu.

2.   Click the Students link next to the scheduled course for which you want to select students. It is located under the column heading "Select" to the far right of the screen.

3.   From the Students Selections screen, you can choose a different Scheduled Course to view candidates for by using the Drop-down list button   .

4.   If your id has a default OLA specified, those values will be displayed in the filter when you enter this screen. The filter is automatically applied.

5.   The total number of students selected for the course is displayed in the upper right. This is the total for all organizations. If a maximum number of students is entered for the course, that number will be displayed also.

6.   Inspect the Roster grid. You can add students to this grid by selecting them from the other tabs.

7.   You can also de-select individuals for the course from the Roster grid. When a person is de-selected, the location for their training record is set to blank, but the course is still planned and that person will be listed on the tab Planning to Take Course. If you do not want the person to have this training planned, then you must go to Certifications/Training and delete the planned training from their record.

8.   Use the Planning to Take Course grid to select or de-select individuals for the course who have the course planned for a date or location other than the scheduled course.

9.   Use the Need Course grid to select or de-select individuals for the course who have a target position that requires the course.

10.   Use the Copy Another Roster grid to add a new person to the roster from a roster of a previously scheduled course.

11.   Use the Everyone tab to add a new person from the database that doesn't have the course planned or need the course.

12.   Use the Outside Students tab to add a person to the roster that is NOT in your IQS database, for example someone from an outside agency.

13.   Click the [Return to Training Course Schedule] link at the bottom when you are finished selecting students.

Post Course Results

This module allows the user to quickly record completed training for the persons who attended a training course.

The Post Course Results tab displays the individuals who are on the roster for this course and have not yet completed the course. You can edit the planned date, completed date, score and comments for individuals. If there is a change to the Roster that would require you to add or delete individuals, go back to the Students Selections screen and adjust the roster. You can also add or delete individuals from the Completed Students tab.

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

If the person FAILED the course, do not enter a completed date. Any record with a completed date will give the person credit for the course regardless of the score entered.

NOTE: Left clicking the mouse on the Name column heading will allow the user to sort within that column ascending ⊿   or descending order ▽ .

Steps to Post Course Results

1.   Select **Training/Course Schedule** from the menu.

2.   Click on the [Results] link, located under the "Post" column heading, next to the scheduled course for which you want to post course results.

3.   At the top left-hand side of the Course Results grid, click the [Enter Course Results] button to rapidly add data for multiple students. A modal window is displayed over the screen as shown below. **Note**: To make individual changes, instead of clicking the Post Course Results button, click the Edit icon 📝 in the grid.

4.   You can optionally enter values in the Score or Comments fields. If you wish to enter the same score or comment for all of the checked individuals you can enter that at the top of the modal window grid BEFORE checking each individual's box.

5.   Enter check marks next to the individuals that completed the course by using the checkbox ☐ or clicking on the Select All button. This will enter a completed date in all the records selected.

6.   You can optionally enter values in the Score or Comments fields.

7.   Use the vertical scroll bar ⬍ on the far right to view all students on the list if the student list exceeds the page size.

8.   When finished posting results, click the Update Checked Students button [Update checked students] located at the bottom left-hand side of the screen.

9.   The checked students will then be moved to the "Completed Students" grid.

10. To <u>add</u> a student not on the list:

    1. From the **Completed Students** grid, click the Add button [icon] at the bottom of the page.

    2. Select a person from the drop-down list. You can use the drop-down lists to select data by left clicking on the Drop-down list button [icon]. Then left click on the data you would like to select. You can also select data by using your up and down arrow keys on your computer keyboard to navigate through the list. Optionally enter a score and comment.

    3. If you would like to edit a date you can either enter the date manually or left click on the Calendar button [icon] and select by left clicking the date.

    4. Left click on the Insert button if you would like to save the information.

    5. Left click on the Cancel button [icon] if you do not wish to save the information.

11. To <u>edit</u> a student who is currently on the list:

    1. Click the Edit button [icon] and make the desired changes to the student's information.

    2. Select a person from the drop-down list. You can use the drop-down lists to select data by left clicking on the Drop-down list button [icon]. Then left click on the data you would like to select. You can also select data by using your up and down arrow keys on your computer keyboard to navigate through the list. Optionally enter a score and comment.

    3. If you would like to edit a date you can either enter the date manually or left click on the Calendar button [icon] and select by left clicking the date.

    4. Left click on the Insert button if you would like to save the information..

    5. Left click on the Cancel button [icon] if you do not wish to save the information.

12. To <u>delete</u> a current student from the list:

    1. Click the Delete button [icon].

    2. A dialog box will open asking you to choose [OK] if you would like to delete or Cancel [Cancel] if you choose not to delete.

13. Left click on [Return to Training Course Schedule] to return to the Course Schedule main screen.

Completed Students

This module allows the user to view, edit, add and delete completed training for the persons who attended a training course.
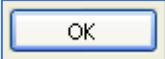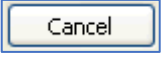
A list of persons are displayed who completed the training on the scheduled course date and at the location. The user can edit the planned date, completed date, score, hours, location, instructor and comments for individuals. Individuals can also be added to the list as well as deleted.

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

NOTE: Left clicking the mouse on the Name column heading will allow the user to sort within that column ascending △ or descending order ▽ .

Steps to add, edit, or delete Completed Students
1.   Select **Training/Course Schedule** from the **IQS** menu.
2.   Click on the Results link, located under the "Post" column heading, next to the scheduled course for which you want to post course results.
3.   Click on the Completed Students tab.

4.   Use the vertical scroll bar on the far right to view all students on the list if the student list exceeds the page size.
5.   To add a student not on the list:

   1.   Click the Add button at the bottom of the screen.
   2.   Select a person from the drop-down list. You can use the drop-down lists to

      select data by left clicking on the Drop-down list button . Then left click on the data you would like to select. You can also select data by using your up and down arrow keys on your computer keyboard to navigate through the list. Optionally enter a score and comment.
   3.   If you would like to edit a date you can either enter the date manually or left

      click on the Calendar button and select by left clicking the date.
   4.   Left click on the Insert button △ if you would like to save the information..

   5.   Left click on the Cancel button if you do not wish to save the information.
6.   To edit a student who is currently on the list:

   1.   Click the Edit button and make the desired changes to the student's information.
   2.   Select a person from the drop-down list. You can use the drop-down lists to

      select data by left clicking on the Drop-down list button . Then left click on the data you would like to select. You can also select data by using your up and down arrow keys on your computer keyboard to navigate through the list. Optionally enter a score and comment.

3.   If you would like to edit a date you can either enter the date manually or left click on the Calendar button 📅 and select by left clicking the date.

4.   Left click on the Insert button if you would like to save the information..

5.   Left click on the Cancel button if you do not wish to save the information.

7.   To <u>delete</u> a current student from the list:

1.   Click the Delete button .

2.   A dialog box will open asking you to choose [OK] if you would like to delete or Cancel [Cancel] if you choose not to delete.

8.   Left click on [Return to Training Course Schedule] to return to the Course Schedule main screen.

Post Fitness

The "Post Fitness" screen is used to update the fitness level for persons or groups of persons in the database. When the screen is opened, a list of persons within your default Organizational Level Access (OLA) will be displayed. You can change this list by entering different org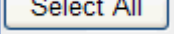anizations in the filter. The organizations available to you will be controlled by the Organization Level Access given to your IQS UserID. After you have entered all 5 filter organizations or used wildcard, a list of persons within the organization specified will be displayed.

NOTE: If your agency does not require fitness standards, do not enter data in this section. See **Administration/System Settings** if you wish to override fitness requirements to determine qualifications.

This screen is designed to quickly record fitness for many individuals or for a group of individuals. You can also 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.

There are two tabs which you can choose from depending on how many people you need to update. The "Group Updates" tab is for recording groups of fitness tests, where each group has the same certifier and date. The "Individual Changes" tab is for recording individual test results.

Use the vertical scroll bar on the right of the page to move up and down the page if the list of people exceeds the page viewing area.

IMPORTANT: The Group Updates are applied only to the current page. You must apply changes again for each page.

Post Fitness

Filters: MNMNS ⌄ DPS ⌄ DPS-FM ⌄ FD-Regions ⌄ FD Reg 05 Cuyuna ⌄ FD Crosslake ⌄

Group Updates | Individual Changes

Shared Data

Certifier: [⌄]

Effective Date: [MM/DD/YYY] 📅

Expiration Date: [MM/DD/YYY] 📅

For each person you want to update, click their new fitness level to the right of their name.
To quickly select all records and apply the same fitness level to all, select a fitness level and click Select All.
Individual records can still be manually adjusted in the grid.

Select All Fitness Level: [(Current Level) ⌄] [Select All]

[Clear All]

[Update Checked Records]

Person	Current Fitness Level	Current Expiration Date	Select New Fitness Level
Danielson, Jory Franklin	None		☐ - N - L - M - A -
Lohmiller, John M	None		☐ - N - L - M - A -

Steps to Post Fitness - Group Updates

1. Select **Post/Fitness** from the IQS menu. The "Group Updates" tab will be displayed.

2. Select a Certifier to copy to all records to be updated. You can use the drop-down lists to select data by left clicking on the Drop-down list button [⌄]. Then left click on the data you would like to select. You can also select data by using your up and down arrow keys on your computer keyboard to navigate through the list.

3. Enter an Effective Date to copy to all records to be updated. When entering a date you can either enter the date manually or left click on the Calendar button [📅] and select by left clicking the date.

4. Once the Effective date is entered the Expiration Date will be automatically calculated and displayed but it can be manually updated as well by using the Calendar button [📅].

5. Click on the fitness level that applies N = None, L = Light, M = Moderate, and A = Arduous and the check box next to that person will be automatically checked. The person will be highlighted in green so you can see who is being updated.

6. You can click on the Select All button [Select All] if you would like to update all of the individuals on the page and update their fitness level by using the drop-down list. You can click on the Clear All button [Clear All] if you need to clear all the individuals that have been selected to enter a new group.

7. Left click on the Update Checked Records button [Update Checked Records] at the bottom of the screen when finished. **NOTE:** This button only applies changes to the page

that you are currently on.

8.   **IMPORTANT:** If your list contains multiple pages, use the page controls at the bottom of the grid to go to the next page. REPEAT steps 6 and 7 for each PAGE of individuals that you want to update.

Steps to Post Fitness - Individual Changes

1.   Select **Post/Fitness** from the **IQS** menu.
2.   Click on the "Individual Changes" tab.
3.   Select an individual that you would like to update by clicking on the Edit

button ![edit icon] located to the left of the individual's name. You can also use the "Search Name for:" box by typing in the name of the individual you would like to locate and clicking on the

Go button ![Go] to locate a particular individual.

4.   You can use the drop-down lists to select data by left clicking on the Drop-down list

button ![dropdown]. Then left click on the data you would like to select. You can also select data by using your up and down arrow keys on your computer keyboard to navigate through the list.

5.   Make the necessary updates to the Fitness Level for the individual by using the Drop-down list.

6.   Choose the Certifier by using the Drop-down list.

7.   Enter an Effective Date to copy to all records to be updated. When entering a date

you can either enter the date manually or left click on the Calendar button ![calendar] and select by left clicking the date.

8.   Once the Effective date is entered the Expiration Date will be calculated and displayed.

9.   Enter any pertinent comments for the individual.

10.   Left click on the Update button ![update] if you choose to save this information or you can

click on the Cancel button ![cancel] if you do not choose to save the information.

11.   To navigate between pages of the table you can either use the ![Next >] button or use

the drop down list ![Page 1 of 140] to pick the page you would like to view.

Note: 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 ![ascending] or descending order ![descending]. The records displayed will be re-ordered.

Experience

The *Employee Wildland/Prescribed Fire Experience* form is used to document experience throughout the year. The data on the form will be used to enter Experience into IQSweb for the individual. For data entry convenience, the form lists various types of incidents, fuel types, complexity levels and fire sizes.

Name: _____ Employee Id # _____

EMPLOYEE WILDLAND/PRESCRIBED FIRE EXPERIENCE

Type (JOB or TRN)	Position (FFT2, ICT4 HECM etc)	Incident Type (See below)	Incident Number (MN-MNS-XXXX)	Incident Name	Dates MM/DD/YYYY	Operational Periods (shifts)	Wildfire Mgmt Type/ RX Fire Complexity Level	Fuel Type	Fire Size	Comments

Incident Type
WF – Wildfire
RX – Prescribed Fire
EM – Emergency Medical
LE – Law Enforcement
OS – Oil Spill Response
WS – Wildland Search and Rescue
SF – Structural Fire

ICS Management Types
Type 1 – National Type 1 management team assigned
Type 2 – MNICS or other Type 2 management team assigned
Type 3 – Local extended attack with multiple resources may involve multiple operational periods
Type 4 – Initial attack with resources from a single resource to several resources from cooperating agencies
Type 5 – Initial attack with usually 1-2 single resources present from one agency

Rx Fire Complexity Levels
High
Moderate
Low

Fuel Type
(Select primary carrier)
1-grass
2-shrub
3-timber
4-slash

Fire Sizes
A = 0-.25 acres
B = .26-9.9 acres
C=10-99 acres
D= 100-299 acres
E= 300-999 acres
F= 1000-2999 acres
G = >5000 acres

After an individual has been successfully created and saved, the IQSweb account manager (Fire Chief or Training officer) should enter data in the following order:
- Training certifications,
- Task books,
- Qualifications, and then Experience.

From the Person/Org Screen, click on **Certifications** to begin entering individual's Experience History.

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 an individual person from this screen. To enter experience for more than one person on the same incident, see Post Experience. When experience is entered, currency is maintained as appropriate. For more details on how IQSweb implements currency rules, reference the Maintain Currency Program Logic page.

Hint: You must have the incident information entered into the post incidents/experience page PRIOR to adding an individual experience record; otherwise it will not show in the drop down box of available incidents.

You can navigate to another sub-option within the Certifications module by left clicking on the desired tab.

NOTE: Left clicking the mouse on most of the experience column headings will allow the user to sort by that column in ascending   or descending order ⏷ .

Use the vertical scroll bar   on the right of the page to move up and down the page if the list of people exceeds the page viewing area.
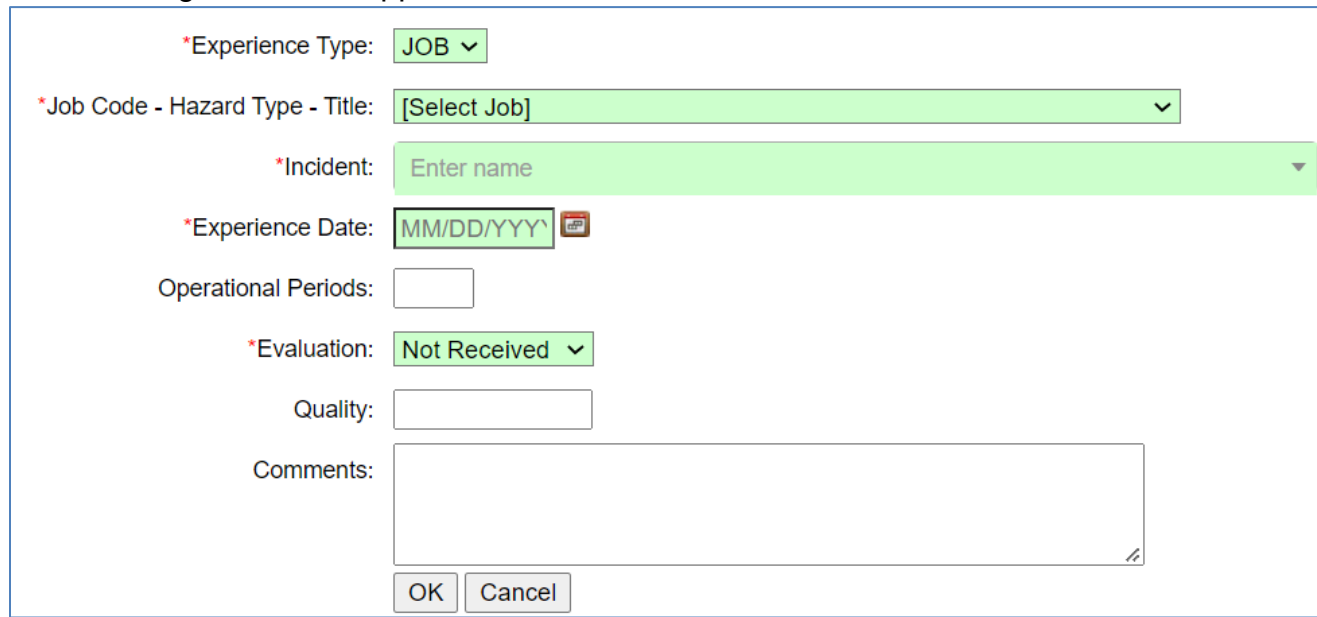
Experience Tab

Qualifications	Training	Experience	Target Positions	Task Books				
*Exp Type	*Job: Code - Hazard - Title	*Incident: Number and Name	*Experience Date	OP	*Eval	Quality	Comments

Scroll to the bottom of the record and click on +

The following screen will appear.

*Experience Type: This will be JOB if the person is already qualified in the role they served on for the incident or TRN if they were a Trainee in the position served.
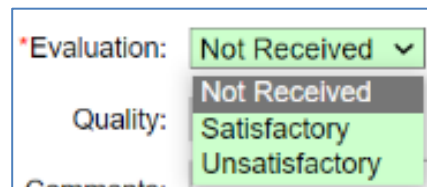
*Job Code-Hazard Type-Title: Select the position assigned as from the drop-down list.
*Incident: Number and Name: select the correct incident from the drop-down list. Make sure to follow the incident number guidelines. Type IV and V fires are typically named MN-MNS, the year, IA (or RX) Misc. ABC.

*Experience Date: this should be the date the person was assigned to the incident and may not be the same as the start date of the incident.

Operational Periods: enter the number of Operational Periods that the person served in.

*Evaluation: This field is ==required== in order to save the new record. If an evaluation is shown in, there should be a corresponding hardcopy record in the training file and should be attached to the person's IQSweb record. Choose from the drop-down list.

Quality: this is an optional field. This can be a record of the quality of the experience gained (i.e., Hot line, Mop up, etc.)

Comments: this is an optional field. MNDNR recommends that local incident numbers and names be entered into Comments for Type IV and V. Click "OK" ⬚ OK ⬚ to save the record.

New experience can be entered individually or through the Post Experience tab. It also can be loaded automatically from IROC through Integration.

Existing experience can be edited or deleted if needed.

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 module displays information for a person. The fields in this section are display only. Field definitions can be found in Person/Org. When the user enters the screen, the first person, in alphabetic order, will be displayed to which the user has been given access.

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

Users can navigate to another sub-option within the Certifications module by left clicking on the desired tab.

Display Target Prerequisites

	*Job: Code - Hazard - Title	*Created	Pr'y	Comments
> ☑ ⬚	EQPM - WF - Equipment Manager	7/23/2018		
> ☑ ⬚	FDUL - WF - Food Unit Leader	4/1/2019		
> ☑ ⬚	HECM - WF - Helicopter Crew Member	2/1/2021		
> ☑ ⬚	INVF - WF - Wildland Fire Investigator	8/7/2013		
> ☑ ⬚	LSC2 - WF - Logistics Section Chief Type 2	4/12/2017		

Prerequisites

Fitness ☑ None

	Training	Type	Planned	Completed		Experience
	ICS 100-AH (I-100-WF) Introduction to ICS	Req	1/1/1997	1/1/1997	☐	(01) EQPM - WF - TRN - Equipment Manager
	ICS 200-AH (I-200-WF) Basic ICS	Req	3/2/2012	3/2/2012		
	IS-700-AH - Introduction to NIMS	Req	9/27/2005	9/27/2005		
☑	J-255-WF - Equipment Manager	Sug				
	L-180-WF - Human Factors in the Wildland Fire Service	Sug	3/18/2013	3/22/2013		
☑	S-110-WF - Basic Wildland Fire Orientation	Sug				
☑	S-260-WF - Interagency Incident Business Management	Sug				

To display a list of fitness, experience, and training target prerequisites for the target position, the Select button **>** at the far left of the record in the grid is clicked.

**The above example, EQPM, (Equipment Manager) is selected. The Prerequisites for that position are listed below the Target position. **

Fitness - the fitness level required for the position will be displayed. If the box is checked, the person currently meets that fitness requirement.

Training - the required and suggested training for the position is displayed in the training grid. The Planned and Completed columns display the date the person either planned or completed the training.

Experience - the trainee and job experience required for the position is displayed in the experience grid. There are two types of experience that IQSweb 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 experience prerequisite box to be checked, the person must have a satisfactory "JOB" performance in the matching job/hazard code. For the TRN experience box to be checked the person must have a completed task book for this job/hazard code.

Target Position Field Definitions

1.   *<u>**Job Code: - Hazard - Title:**</u> Code for that target position. Hazard type of the target position. Title of position code.
2.   *<u>**Created**</u>: Date target position was created, chosen from drop-down list.
3.   <u>**Pr'y**</u> (Priority Position): Indicates the priority in which the target position is to be achieved.
4.   <u>**Comments**</u>: Any pertinent comments pertaining to the target position.

Target positions can be added, removed, or edited as needed.

Task Books

After an individual has been successfully created and saved, the Training certifications should be entered. After Training is entered, you may begin to enter position information for them. From the Person/Org Screen, click on *Certifications* to begin this process.

Task book Tab

	*Job: Code - Hazard - Title △	*Initiated Date	Expiration Date	Issuer	Completed Date	Certifier	Certification Date

Click on the + [icon] to add a new task book or click on the pencil icon to edit a task book.

*Job Code - Hazard Type - Title: [Select Job]
*Initiated Date: MM/DD/YYYY
*Expiration Date: MM/DD/YYYY
Issuer:
Dispatch Level:
Position Priority:
Integration Qualification: ☐
Completed Date: MM/DD/YYYY
Certifier:
Certification Date: MM/DD/YYYY
Comments:

OK Cancel

<u>*Job: Code - Hazard - Title:</u> Select position task book from the pull-down menu.
<u>*Initiated Date:</u> Initiation date on the cover of the task book.

<u>*Expiration Date:</u> Three years from the date of initiation. Be aware that the IQSweb program auto-generates dates three years from the initiation date.

Issuer: A name is required and will be chosen from the drop down. The historical name from the past may be retained.

Dispatch Level: Indicates the dispatch level to which this qualification is applicable. (NATIONAL, COMPACT, STATE, REGION, AGENCY SPECIFIC}, from a pull-down list. This column can be used for filtering the qualifications that are printed on the Incident Qualification Card.

"Dispatch Level" is not the ideal term for this field. It has nothing to do with whether or not you can or want to be dispatched in this position but rather it is the Qualification *Standard* to which the position will be attained.

Position Priority: can be left blank or a number entered. This will need to be checked in the Qualifications section.

Integration Quality: can be checked or left blank, depending if the qualification or trainee position is an NWCG qualification or not.

Completed date: The date that the final tasks were completed.

Certifier: A name is required. The IQSweb manager may retain the historical name in this data field from past

Certification date: Date the Certifier signed the Agency Certifier box in the NWCG task book.

Comments (Optional): Add any information relevant to the firefighter's record.

Click **OK".** OK The system will process and add the Task book qualification, whether it is completed or initiated, to the Qualifications section. If the Integration Qualification box has been checked, the qualification will be added to the person's file in IROC.

Double check the Qualifications section to make sure all sections have transferred over from the Task book section. Make sure the Certifier is entered into the Qualifications section, also the Pos Pr'y needs to be entered.

Each task book has an associated Qualification and Target Position that may be affected by a change to the task book.

A target position is created when entering the task book. New task books may be added. Existing task books can be edited or deleted.

Positions

The Minnesota Department of Natural Resources supports the following positions to be entered and managed in the State of Minnesota's Incident Qualification System, IQSweb.

NWCG PMS 310-1: National Incident Management System, Wildland Fire Qualification System Guide, PMS 310-1
MNDNR recognizes all positions outlined in latest version of the NWCG 310-1 Guide.

Federal Wildland Fire Qualifications Supplement
MNDNR recognizes the positions in this federal document: Federal Wildland Fire Qualifications Supplement to NWCG PMS 310-1

The Minnesota Department of Natural Resources gives the following approval to Agency (Minnesota Fire Departments) to certify qualifications, initiate, extend and approve position task books up to a certain level. Manage and enter agency (FD) staff into Minnesota Incident Qualification System (IQSweb). This approval is granted for the qualifications **listed below** up to the following listed levels. Any task books/qualifications for positions not listed below must be forwarded to the Minnesota Fire Training and Agency Certification Supervisor at the Minnesota Interagency Fire Center.

a.   Certification in a position is based on completion of required training and experience and the evaluation of the Agency (FD) certifier that the individual is capable of performing in that specific position.

b.   The Agency (FD) needs to evaluate the quality of the experience the individual has in a specific wildfire or prescribed fire position. The quality of experience an individual receives in a position relates to the size of the incident in terms of acreage, equipment and personnel resources on the incident, fuel types and incident or burn complexity.

c.   The Agency (FD) has the latitude of recommending that an individual complete additional training or acquire additional experience in different fuel types or incident complexity.

d.   Task books should not be certified with only one incident evaluation record unless the length of the assignment and the complexity of the assignment were able to provide the trainee with a firm grasp of the position responsibilities. Evaluation records that are labeled ABC Misc. Fires or ABC Misc. RX Fires should have accompanying documentation on the specific incidents the trainee completed.

e.   The Agency (FD) will verify that all required coursework has been completed prior to certification.

f.   The Agency (FD) should verify what additional training that supports position development has been completed. If the trainee does not have the knowledge and skills contained in the additional training listed for that position, the Agency (FD) should consider recommending completion of that training prior to certification.

g.   If the final evaluator for a position task book also happens to be the Agency <u>Chief</u> (FD) they should forward the task book to the **Fire Training and Certification Supervisor** for certification.

h.   Personnel qualified in a position prior to the adoption of this supplement shall remain qualified unless their Agency certification process recommends the completion of additional training or experience.

i.   When recertification is necessary due to a lack of currency in the position, it is recommended that the individual experience a minimum of two assignments under a qualified evaluator before recertification is granted. This can be documented using a position task book.

j.   The Agency (FD) has the latitude of also recommending the completion of additional training for the individual if qualification standards have changed since the individual was originally qualified

k.   WCT testing and results need to adhere to NWCG PMS 310-1 Standards.

l.   WCT must meet NWCG 310-1 requirement for qualifications.

The MN DNR will not permit certifying private contractors or allow private contractors access to IQSweb.

NWCG PMS 310-1: National Incident Management System, Wildland Fire Qualification System Guide, PMS 310-1 positions

MNDNR recognizes all positions outlined in latest version of the <u>NWCG 310-1 Guide</u> the following positions to be included in the IQSweb for
Agency FD position certification:

a.   **Command and General Staff** – Agency FD Chief may certify Command and General staff positions **ICT 4, ICT 5.** All other Command positions task books must be sent to MIFC Fire Training Coordinator for certification.
b.   **Operations** – Agency FD Chief may certify **All** operations position task books except **TASK FORCE, STIKE TEAM LEADER, SRB (Except ENGB), CREP, DIVS, OPBD, OSCC, OSC1 and OSC2.** These listed positions must be sent to MIFC Fire Training Coordinator for certification**.**

c.	**Prescribed Fire RX -All** RX position task books task books must be sent to MIFC Fire Training Coordinator.

d.	**Air Operations** – All aviation task books must be sent to MIFC Fire Training Coordinator.

e.	**Plans** – Agency FD Chief may certify Plans position task books except **FOBS**, **ACPC, FBAN, LTAN, RESL, SITL, PSCC, PSC1, PSC2 and SOPL**. These must be sent to MIFC Fire Training Coordinator for certification**.**

f.	**Logistics** – Agency FD Chief may certify logistics position task books except **MEDL, COML, GSUL, FACL, FDUL, SPUL, COMT, ACLC, LSCC, LSC1, LSC2 and LSC3.** These must be sent to MIFC Fire Training Supervisor for certification**.**

g.	**EMS -All EMS Positions are certified by MIFC Fire Training Supervisor**

h.	**Finance/Administration** – All position task books must be sent to MIFC Fire Training Supervisor for certification.

i.	**Dispatch** – All dispatch position task books must be sent to MIFC Fire Training Supervisor for certification.

*Note see *MN FD Red Card Manuel* for further guidance on certification of qualifications. Any questions about certification of qualifications should be directed to MIFC Fire Training Certification Supervisor. Content provided in the NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1. The NWCG Standards for Wildland Fire Position Qualifications establishes minimum NWCG position qualification standards for training, experience, physical fitness, and currency for national mobilization to wildland fire incidents.*

Federal Incident Qualification and Certification System, Active (IQCS) positions
MNDNR recognizes the following positions to be included in the IQSweb. **MIFC Fire Training Supervisor** will be the certifier of these positions.

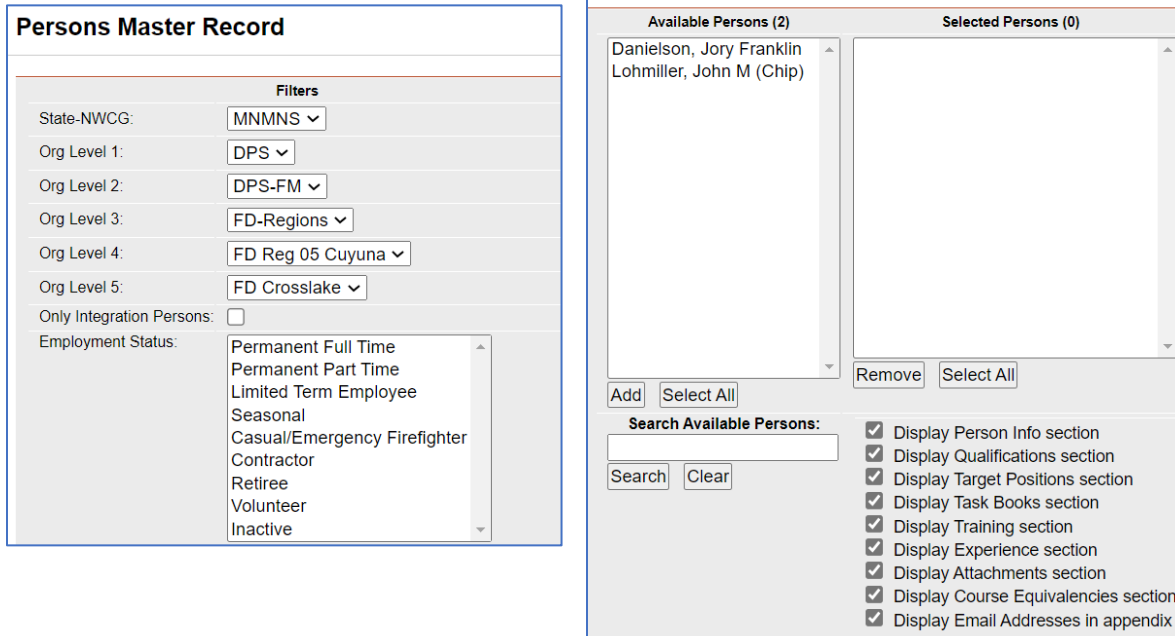| Job Code	Hazard	Job Title	Fitness	Cert Years	Function	Standard
FLOP*	WF	Forklift Operator	None	3	Logistics	National
DRIV	WF	Driver	None	5	Logistics	National
ATVO	WF	ATVO - WF - ATV - Operator	None	5	Logistics	National
FBTO	WF/AH	FIREBOAT OPERATOR (FBTO)	Moderate	5	Operations	National
BTOP	WF/AH	BOAT OPERATOR LESS THAN 25 FEET LENGTH (BTOP)	None	5	Operations	National
DZIA	WF	DOZER OPERATOR INITIAL ATTACK (DZIA)	Moderate	5	Operations	National
AEMT	WF/AH	ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT)	None	3	Logistics	National

AEMF	WF/AH	ADVANCED EMERGENCY MEDICAL TECHNICIAN, FIRELINE (AEMF)	Arduous	3	Logistics	National
EMTB	WF/AH	EMERGENCY MEDICAL TECHNICIAN BASIC (EMTB)	None	3	Logistics	National
EMTF	WF/AH	EMERGENCY MEDICAL TECHNICIAN, FIRELINE (EMTF)	Arduous	3	Logistics	National
EMTP	WF	PARAMEDIC (EMTP)	None	3	Logistics	National
EMPF	WF	PARAMEDIC, FIRELINE (EMPF)	Arduous	3	Logistics	National

Content provided at the **Federal Wildland Fire Qualifications Supplement. The federal wildland fire agencies have consolidated these other positions into a single supplement to better support their use and mobilization. The Federal Wildland Fire Qualifications Supplement includes federal agency-sponsored positions that are not included in the 310-1 and reflected in the Incident Qualification Certification System (IQCS) which are frequently used on wildland fire incidents.*
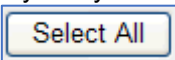
Persons Master Record

This report displays all information for a person including the fitness level qualifications, training, experience, task books, target positions, attachments to the person's record and course equivalencies for individuals in the database. The user has the option on the selection screen to turn on and off portions of the Persons Master Record they want to see.
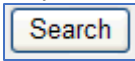
The records are sorted alphabetically by last name. The filter State-NWCG/Organization is required for this report. The Employment Status and Persons filters are optional.

Persons Master Record

Filters	
State-NWCG:	MNMNS
Org Level 1:	DPS
Org Level 2:	DPS-FM
Org Level 3:	FD-Regions
Org Level 4:	FD Reg 05 Cuyuna
Org Level 5:	FD Crosslake
Only Integration Persons:	☐
Employment Status:	Permanent Full Time / Permanent Part Time / Limited Term Employee / Seasonal / Casual/Emergency Firefighter / Contractor / Retiree / Volunteer / Inactive

Available Persons (2)
Danielson, Jory Franklin
Lohmiller, John M (Chip)

Selected Persons (0)

Remove Select All

Add Select All

Search Available Persons:

Search Clear

- ☑ Display Person Info section
- ☑ Display Qualifications section
- ☑ Display Target Positions section
- ☑ Display Task Books section
- ☑ Display Training section
- ☑ Display Experience section
- ☑ Display Attachments section
- ☑ Display Course Equivalencies section
- ☑ Display Email Addresses in appendix

Steps to Create a Person's Master Record

1. Place the cursor over **Reports** menu option and select **Persons/Master Record.**
2. Select the Organization to filter the list of available persons. Your default OLA will be automatically displayed when entering this screen. If you would like a different default OLA refer to change default OLA.
3. Click on the Only Integration Persons check box to filter the available persons. This is an **optional** step. Leave blank to select persons regardless of whether they are a IROC resource.
4. Left click on an employment status to further filter the list of available persons. This step is **optional**. Leave blank for selecting persons with any Employment Status.
5. From the list of available persons, select the individuals for which you want to run the report.
    1. Use the Shift or Ctrl-Shift keys on your computer keyboard to select many individuals.
    2. Use the Select All button [Select All] if you want to select all persons on the list.
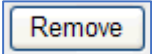   3. If you need to quickly find a person, type all or part of their name in the "Search Available Persons:" box and click the Search button [Search]. The person(s) that match your search criteria will be displayed in the Available Persons box. Click the Clear button [Clear] to get your full list back after searching.

4. Click the Add button [Add] to select the persons you have highlighted. These individuals will now be displayed in the Selected Persons box.

Selected Persons (2)

Danielson, Jory Franklin
Lohmiller, John M (Chip)

5. If you want to remove any individuals from the list of selected persons, select them and click the Remove button [Remove].

6. Use the check boxes below the selected persons to turn on or off the display of different portions of the report such as Persons Info, Qualifications, Training, Task Books, Experience, Attachments and Course Equivalencies.

7. Click the View Report button [View Report] to run the report.

The Persons Master Record will appear.

Main Report

Incident Qualification System   9/9/2022
Persons Master Record   Danielson, Jory Franklin

| *Name:* Danielson, Jory Franklin | *Job Title:* Fire Fighter | *Review Date:* |
| *Clearinghouse ID:* | | *Empl Status:* EFF |

State/NWCG: MNMNS   *Station Address:* 37028 County Road 66
Org Level 1: DPS
Org Level 2: DPS-FM   Crosslake   MN   56442
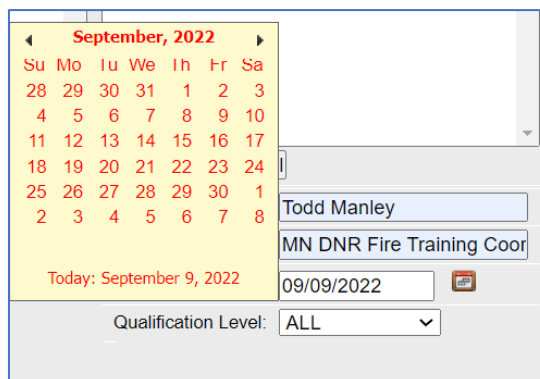*Org Level 3:* FD-Regions
Org Level 4: FD Reg 05 Cuyuna   *Home Dispatch:* MNMNCC
Org Level 5: FD Crosslake   *Provider:* MNMNS

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 page across the card in landscape. The records are in alphabetical order by last name. A maximum of 23 JOB qualifications and 5 TRN qualifications will print on a card.

For a qualification to print on the card, the following criteria must be met. If any one of the criteria are not met, the qualification will not print on the card:

- Qualification must be current (not expired).
- Qualification must have a priority position value.
- Persons fitness level is current (not expired) and meets or exceeds the fitness requirement for the position.
- Person has completed a refresher training course if required for the position within the re-certification period defined for the recurrent training.

HINT: Electronic Signatures - IQSweb does not store electronic signatures. Save time by pre-printing the red cards with the signature first and then use that paper to print the cards.

Steps to create Incident Qualification Cards

1. Place your cursor over **Reports** and left click on the sub-option **Persons/Incident Qualification Card.**

st	Reports	Reference Data	Email	Tools
	Persons	**Reference Data**		**Training**
100⁹	Incident Qualification Card	Courses		Candidates
	by Incident	Used to produce an Incident Qualification Card for 1 or more individuals.		

2. Select the Organization to filter the list of available persons. Your default OLA will be automatically displayed with entering this screen. If you would like a different default OLA refer to change default OLA.

Incident Qualification Card
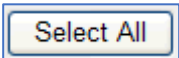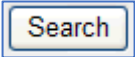
	Filters
State-NWCG:	MNMNS ⌄
Org Level 1:	DPS ⌄
Org Level 2:	DPS-FM ⌄
Org Level 3:	FD-Regions ⌄
Org Level 4:	FD Reg 05 Cuyuna ⌄
Org Level 5:	FD Crosslake ⌄

3. Click on the Only Integration Persons check box to filter the list of persons to only those which are designated as IROC resources. This step is **optional**.
4. Left click on an employment status to further filter the list of available persons. This step is **optional**. Leave blank for selecting persons with any Employment Status.
5. From the list of available persons, select the individuals for which you want to run the report.
   1. Use the Shift or Ctrl-Shift keys on your computer keyboard to select many individuals.
   2. Use the Select All button [Select All] if you want to select all persons in the list. **NOTE**: If the Incident Qualification Cards (Red Cards) will be electronically signed, they must be printed individually.
   3. If you need to quickly find a person, type all or part of their name in the "Search Available Persons:" box and click the Search button [Search]. The person(s)

that match your search criteria will be displayed in the Available Persons

box. Click the Clear button [Clear] to get your full list back after searching.

4. Click the Add button [Add] to select the persons you have highlighted. These individuals will now be displayed in the Selected Persons box.

5. If you want to remove any individuals from the list, select them and click the Remove button [Remove].

6. Enter the name of the Certifier and their Title to be printed on the card.

7. Enter the Certification Date to be printed on the card. When entering a date you can either enter the date manually or left click on the Calendar button [📅] and select by left clicking the date. Choose from the current calendar, or click Today's date at the bottom of the calendar.
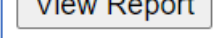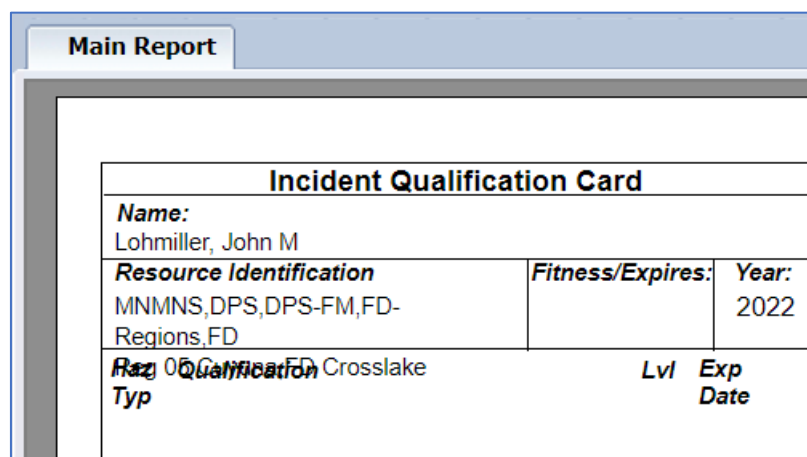
8. Select a qualification level to only print qualifications whose dispatch level matches the level selected. IQS defaults to select ALL qualifications regardless of dispatch level. The dispatch level is identified for each qualification on the Certifications/Qualification tab.

9. Click the View Report button [View Report] to run the report. The Main Report screen appears:

Exporting Incident Qualification Cards

The Red cards need to be exported for signatures.

At the Main Report screen, the printer and export icons are above the name "Main Report".

The Red cards that will be signed by hand may be printed directly from this screen by
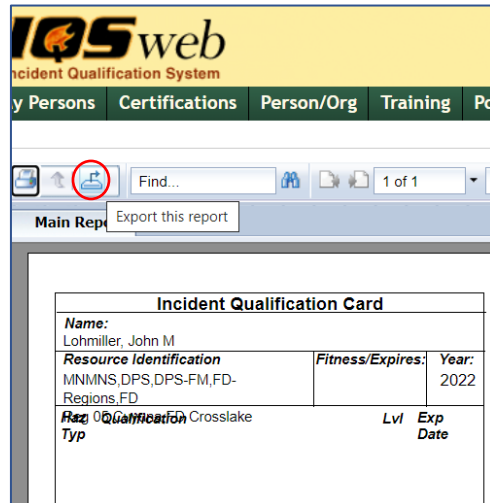
clicking the printer icon [printer icon] :

The following screen appears:

If there are several pages, Select Pages can be chosen.

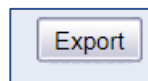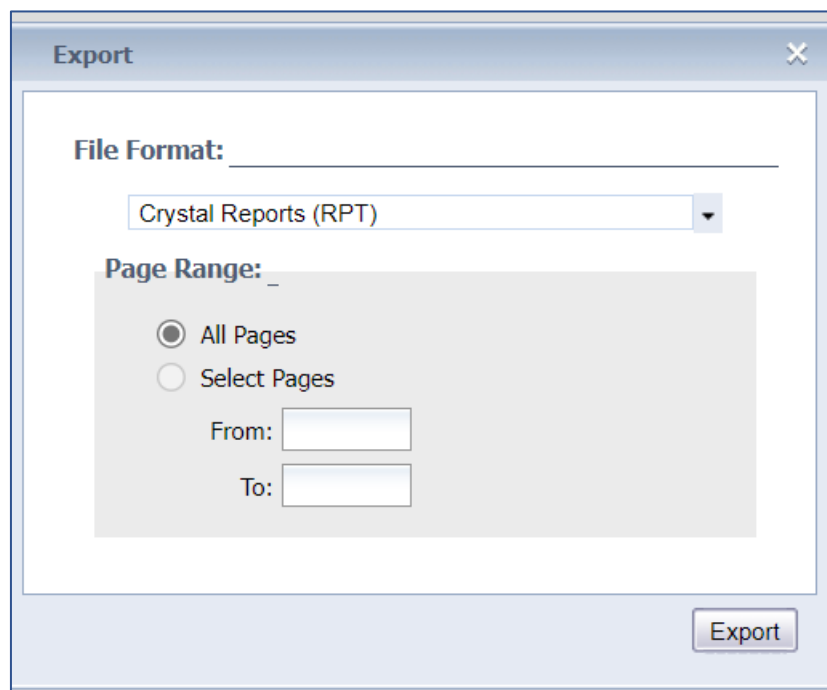Click Export.

The card will appear as a .pdf document that can be printed.

Red cards that will be electronically signed will be exported by clicking the Export icon ⬆️.

The following screen will appear after clicking the Export icon [Export].
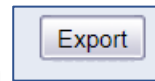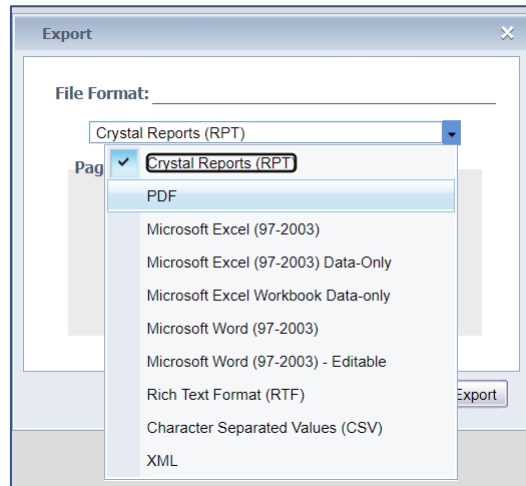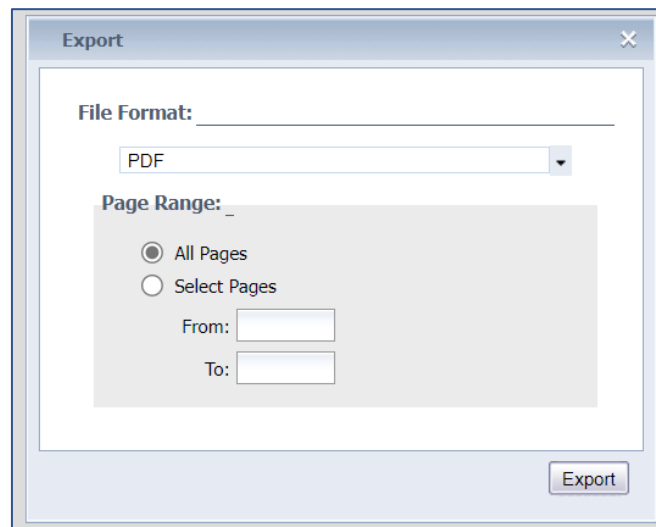
Change "Crystal Reports (RTP) to PDF. Or if another format is needed, choose from the list. PDF is the preferred format.

The screen will appear with the PDF as the main format. Click the Export icon [Export].

The PDF red card will appear:

Incident Qualification Card

Name:		
Lohmiller, John M		
Resource Identification	**Fitness/Expires:**	**Year:**
MNMNS,DPS,DPS-FM,FD-Regions,FD		2022
Reg 05 Cuyuna,FD Crosslake		
Haz Qualification	**Lvl**	**Exp**
Typ		**Date**

The red card can be electronically signed with your computer.

Documentation

Documentation is required to be imported into IQSweb to support all qualifications to uploaded to IROC.

- Training ○ NWCG certificates ○ NIMS certificates, and ○ Certificate for Completion for Emergency Medical Technician (EMT).
- Task books – Initiation page and Certification page for completed task books.
- Evaluations –
- Other -
 All other documentation not required but recommended.

Attachments

The attachments link on the Person/Org page allows supporting documentation to be stored for a person. Any type of file such as images, PDF, or word documents can be stored with a person's record.

Edit this Person 📝 Add New Person 👤 Delete Person 👤 Attachments (32) View Person Master Record Email this Person
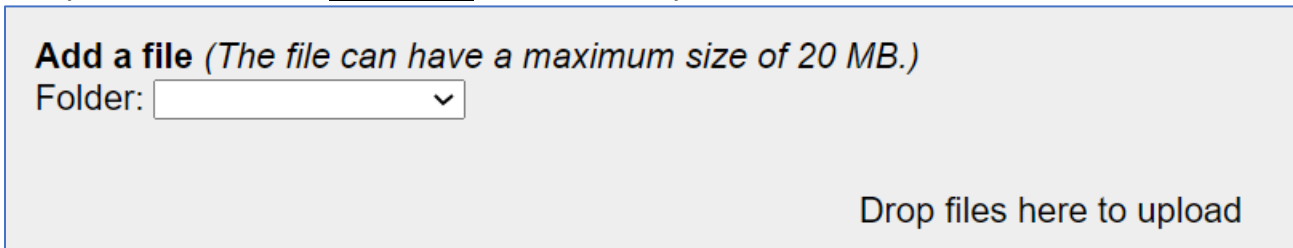
To add attachments, The "**Attachments**" link is clicked.
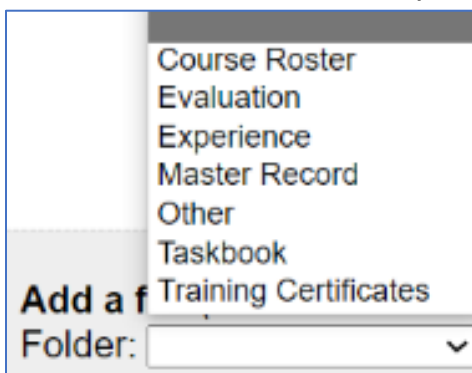
The Attachments screen appears:
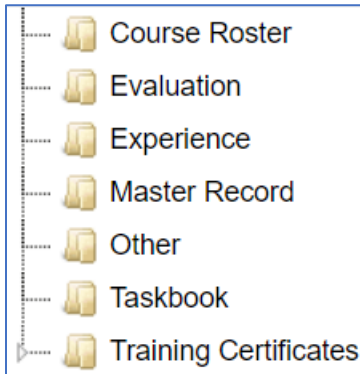
Course Rosters are class lists. For privacy reasons, only the course and the person's name should be in the person's file.
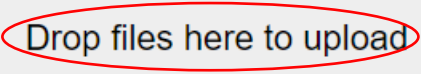
To upload files, under "**Add a file**", click the drop down next to the "Folder" icon.

Choose the folder needed to place the file in.

For this example, "Experience" was chosen. Click "Drop files here to upload".

Add a file *(The file can have a maximum size of 20 MB.)*
Folder: Experience

Drop files here to upload

Navigate to the file which as been saved to your computer, highlight the file and click "Open". The file will load into the file.

IQSweb to IROC Via IRWIN

The IQSweb program is the only means to upload personnel (overhead) data into the Interagency Resource Ordering Capability (IROC) for interagency deployment. Data transfer from IQSweb to IROC is at the sole discretion of MNDNR.

Who transfers IQSweb to IROC

IQSweb does not automatically upload to IROC. A person must perform the task with both IQSweb and IROC data permissions. The IQSweb account user (i.e. Local Government Agency) does not have the permissions in either IQSweb or the IROC program to transfer data. Typically, the Minnesota Fire Training Program Supervisor or IQSweb Resource Unit Leader uploads IQSweb data to IROC.

How data transfers from IQSweb to IROC

Each IQSweb account user enters data into IQSweb. The IQSweb account user designates personnel for upload to IROC. The MN Fire Training Program Supervisor or IQSweb Resource Unit Leader reviews these designated personnel and then uploads the personnel that meet the National Wildfire Coordinating Group (NWCG) standard to IROC.

When data transfers from IQSweb to IROC

MN Fire Training Program Supervisor or IQSweb Resource Unit Leader uploads personnel to IROC weekly. The IQSweb account user may contact MN Fire Training Program Supervisor or IQSweb Resource Unit Leader, if ready for upload sooner or if there is an update needed during the fire season. MNDNR strongly encourages IQSweb account users who regularly deploy through IROC to have their data complete and ready for upload by March 1 of each year to ensure all personnel are in IROC prior to the typical Minnesota spring fire season.

MNDNR MIFC Fire Training and IQSweb Personnel:

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