

IQS – Becoming an Expert!



Table of Contents

General	
Access	Page 3
Help/Questions	Page 4
How IQS Works	Page 5
Adding Members	Pages 6-7
Person/Organization Page	Pages 8-9
Adding Files to Personnel Page	Page 10
Certifications Page	Page 11
Qualifications	Page 12
Training	Page 13
Posting a Single Course	Page 14
Experience	Pages 15-16
Posting Experience	Pages 17-18
Target Positions	Page 19
Task Books	Pages 20-21
Master Records	Page 22
Training Tab	Pages 23-34
Schedule Training	Pages 25-27
Select Students	Pages 28-30
Copying Another Roster	Page 31
Post Course Results	Pages 32-33
Instructors and Coordinators	Pages 34-35
Posting Fitness (Pack Test)	Page 36
Reports	Page 37
Printing Red Cards	Page 38-40
Help Page	Page 41
IROC Statusing	Page 42
Adding Structural Fire Qualifications	Page 43

Access



- ▣ One access point/username for each VFD
- ▣ Alternate User – They can request password changes
- ▣ New account requests must be made to Tamara Dierks, Training and Aviation Program Manager, (tamara.dierks@state.sd.us)

I strongly suggest bookmarking the IQS website - <https://iqsweb.sd.gov/IQS/Login.aspx>
Otherwise, it can also be found by googling SD IQS login, or going to the SD Wildland Fire webpage.

Help/Questions

▣ Tamara Dierks

- Tamara.Dierks@State.SD.Us
- Direct Office Line
- 605-393-4229



How IQS Works

- ▶ IQS connects directly with IROC (the new national database used by dispatchers for ordering resources)
 - Persons are assigned a Integration ID that is specific to IRWIN/IROC once all required information is input.
- ▶ Every person is also assigned a unique identifier code (GUID) by IQS.
 - Example: 9B090CD2-69FF-4B3C-BC74-FDCA85B8CE62
- ▶ Qualifications, experience (fire) records, task books, and training are all recorded here.
 - They all are interrelated and important.

The Integration ID and GUID are specific to each person's record. They cannot be changed.

Adding Members

IMPORTANT:

- ▶ Please request firefighters be added through the Training and Aviation Program Manager.
 - 605-393-4229 or tamara.Dierks@state.sd.us
- ▶ This also pertains to if a person needs to be transferred from another state or IQCS.
- ▶ IROC requires the following information for import:
 - Full name – to include the middle name!!!
 - 24 Hour Phone Number
 - 24 Hour Email Address
 - Birth Day and Month
 - Ex. 01/29
- ▶ Please send this information with your new member request.

Adding Members, Contd.

- ▶ Once notified by the person has been added, don't forget to add their training and fire experiences.
- ▶ Make sure the Integration box is checked on the qualification.
- ▶ Double check that there is a number in the priority position box.
 - This is often why a qualification won't print on a red card.

*Qual Type	*Job: Code - Hazard - Title Δ	*Effective Date	*Expiration Date	Certifier	Dispatch Level	Pos Pr'y	Integration
JOB	ATVO - WF - ATV OPERATOR	9/19/2019	9/19/2022	SD Wildland Fire	National	4	<input checked="" type="checkbox"/>
TRN	BCMG - WF - Base/Camp Manager	8/1/2016	8/1/2019		National	10	<input type="checkbox"/>
JOB	ENGB - WF - Engine Boss, Single Resource	6/1/2014	3/5/2026	LEHMANN, ROBERT	National	1	<input checked="" type="checkbox"/>

Failure to click the integration button means the person will NOT be in IROC. This means they will not be available for assignment or seen by dispatches.

Person/Organization Page

- ▶ For folks who want to be in IROC the following info needs to be input:
 - Dispatch – SDGPC
 - Provider – SDSDS
 - Jet Port – As Applicable
 - ABR = Aberdeen Regional
 - ALB = Albany, New York
 - ATY = Watertown Regional
 - BIS = Bismarck Regional
 - BKX = Brookings Regional
 - COS = Colorado Springs
 - DEN = Denver International
 - FSD = Sioux Falls Regional
 - HON = Huron Regional
 - PIR = Pierre Regional
 - RAP = Rapid City Regional
- ▶ Employment Status – As Applicable
- ▶ Fitness Level – As Applicable
- ▶ I strongly suggest you fill out the rest of the information as completely as you can.
- ▶ **NEVER delete a person, only archive.**

Archiving a person is for when they are no longer with the department or are not an active member anymore. Simply select the person and select edit this person. Then select archive in the bottom left corner. Save the changes and they are archived.

Person/Organization

*Last Name: AAABBA *First Name: DABBA Middle: Z (Tag): Tag

IQS ID: 123456789 RC ID:

Integration? Dispatch: SDGPC Provider: SDSDS Home Unit: SDSDS

Quals Updated: 10/19/2015 Review Date: MM/DD/YYYY Job Title: BOGUS Emp. Status: Permanent Full Time (Integration) Ant. Sep. Date: MM/DD/YYYY

Fitness Level: Arduous Certifier: Mendyka, Richard Effective: 7/1/2015 Expires: 8/1/2016 Comments:

*State-NWCG: SDSDS *Org Level 1: WFS *Org Level 2: ADMIN *Org Level 3: (Placeholder) *Org Level 4: (Placeholder) *Org Level 5: (Placeholder)

Station: Address: Home Address: City, State, Zip: Email Address:

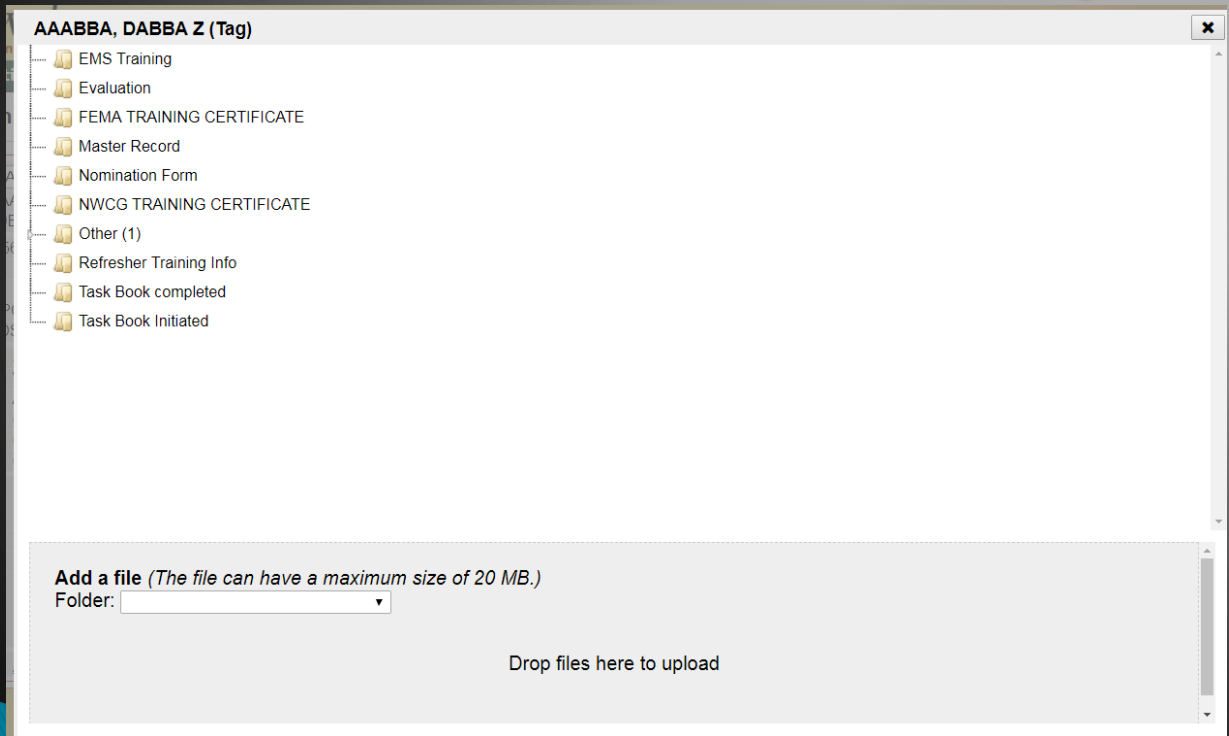
Work/Cell Phone 1: Work Phone 2: Alt Cell Phone: Pager: Fax Number: Home Phone:

Archive Birth Month Day: MM/DD Sex: Height: Weight: Allergies: Medications: Clothing Sizes: Emergency Contact Info: BOGUS INDIVIDUAL TO PROTECT REAL RECORDS. Team/Crew: Jet Port 1: RAP Jet Port 2: Comments:

[Save Changes](#) [Cancel Changes](#)

This page notates what are the important areas to fill out when adding or editing a person. The green highlighted boxes are required by IQS for IROC persons. It won't let you save if these are not filled out. Please note the Integration button (upper left-hand corner) that must be checked for a person to be sent to IROC.

Adding Files to Personnel Page



Just click and drag the file you want from your computer into the area that says drop files here to upload. Once complete, they will show up below the Task Book Initiated folder. You can then grab them and drag them to the appropriate folder for filing. Right click on the file to delete it. We strongly encourage scanning and attaching documentation here.









Certifications Page

- QUALIFICATIONS
- TRAINING
- EXPERIENCE
- TARGET POSITIONS
- TASK BOOKS

Certifications

[Person](#) AAABBA, DABBA Z (Tag) Fitness: A

Qualifications Training Experience Target Positions Task Books

	*Exp Type	*Job: Code - Hazard - Title
 	JOB	FALA - WF - Faller "A" 8" or less
 	JOB	FALC - WF - Faller "C" Unlimited
  	OJT	HEMG - WF - Helicopter Manager
		

Certifications Page

QUALIFICATIONS

- ▶ The only ones that can be added is FFT2, EMT, and ATVO.
 - Use FIRE CHIEF for the certifier.
- ▶ All others need task books opened through the Training and Aviation Program Manager.




Certifications Page

TRAINING

- ▶ Both Structural and Wildland courses can be input here.
- ▶ If a course is not in the system, let the Training and Aviation Program Manager know to get it added.
- ▶ For classes facilitated by SD Wildland Fire, the students will have their class automatically uploaded.
- ▶ *It is the responsibility of the Fire Chief to ensure paperwork is on file for any inputs into IQS.*
- ▶ We strongly encourage scanning and attaching documents to the IQS file.

Certifications Page

TRAINING – Posting a Single Course

- ▶ To add a single training for one person do the following:
 1. On the person's page you need to update, navigate to their Certifications page.
 2. Click on the Training tab, then click on the Add button at the bottom of the page. 
 3. A new window will pop up, select and fill in as appropriate:
 1. Course Code – Goes by the letter and three digit identifier
 2. Training Priority – Not needed
 3. Planned Date – When the course started
 4. Completed Date – When it ended (it is fine if they are the same date, this MUST be filled in).
 5. Score – Not Needed
 6. Instructor – If not listed, put in ZNotListed
 7. Location – If not listed, leave blank
 8. Hours – Should fill in automatically
 9. Host Agency – If not listed, leave blank
 10. Comments – If I can't fill out a lot of the information I will put in "see cert"

This comes in handy for out of state or miscellaneous trainings that are not that usual. It is imperative that you put a copy of the certificate in their attachments as not much info may be in this account.

For the ICS online courses (IS100, IS200, etc.) use Online for Location and FEMA for host agency.

Certifications Page

EXPERIENCE

- ▶ This is vital to maintain currency!
- ▶ The system relies on this to keep qualifications current and expiration dates extended.
- ▶ The system will not show a person qualified for a given position without qualifications and experience to back it up.
 - This includes the annual refresher and pack test.

Incidents / Experience

- ▶ All fires given a state fire number through GPC will be input into IQS weekly if possible.
- ▶ For fires with resource orders, they will be imported by IROC once the fire is closed out by dispatch.
 - Large fires/Out-of-state fires
- ▶ There are two ways to input experience.

Incidents

Search Incident Number or Name for:

Incident Number	Incident Name	Hzd	Start Date	Mgmt Level	Size Class	Fuel Type	Go To
IQS181001	2018 CWFIMA	SI	1/5/2018				Post Experience
PBS174470	Boulder Canyon Fuels PB	RX	12/12/2017				Post Experience
SFM175468	BUG	WF	12/11/2017				Post Experience
SFM172469	LEGION LAKE	WF	12/11/2017				Post Experience
SFM176467	Bighorn	WF	12/10/2017				Post Experience
FFM176464	Twin Springs	WF	12/4/2017				Post Experience
IQS171040	Lassel Differt Burn	RX	12/1/2017				Post Experience
FFM176463	Powerline	WF	11/30/2017				Post Experience
CTY179462	Silver Valley	WF	11/30/2017				Post Experience
SFM179451	Butt CA	WF	11/25/2017				Post Experience
SFM175460	Dry Creek CA	WF	11/22/2017				Post Experience
SFM175459	Stagecoach	WF	11/18/2017				Post Experience
GPC178458	Slicker	WF	11/16/2017				Post Experience
GPC178456	Rattler	WF	11/15/2017				Post Experience
SFM176455	Reservoir Road CA	WF	11/15/2017				Post Experience
SFM176457	Black Gap	WF	11/15/2017				Post Experience

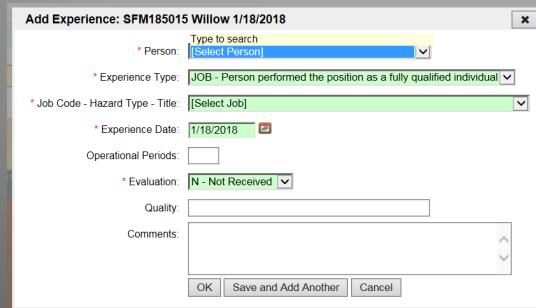
Page 1 of 591 [Next >](#)

Get here by going to Post – Incidents/Experience

Posting Experience – A

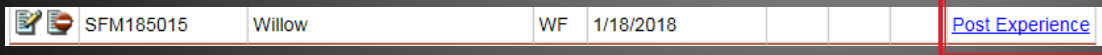
VFD's are responsible for entering personnel experience in IQS to maintain NWCG qualifications.

1. Go to Post then select incidents/experience.
2. From there search for your fire by exact name or fire number.
3. Click on post experience.
4. Click on the add button
5. Fill out the form.



The screenshot shows a window titled "Add Experience: SFM185015 Willow 1/18/2018". The form contains the following fields and options:


- * Person: Type to search (with a dropdown arrow and "Select Person" text)
- * Experience Type: JOB - Person performed the position as a fully qualified individual (with a dropdown arrow)
- * Job Code - Hazard Type - Title: [Select Job] (with a dropdown arrow)
- * Experience Date: 1/18/2018 (with a calendar icon)
- Operational Periods: (empty text box)
- * Evaluation: N - Not Received (with a dropdown arrow)
- Quality: (empty text box)
- Comments: (empty text box with a scroll bar)
- Buttons: OK, Save and Add Another, Cancel

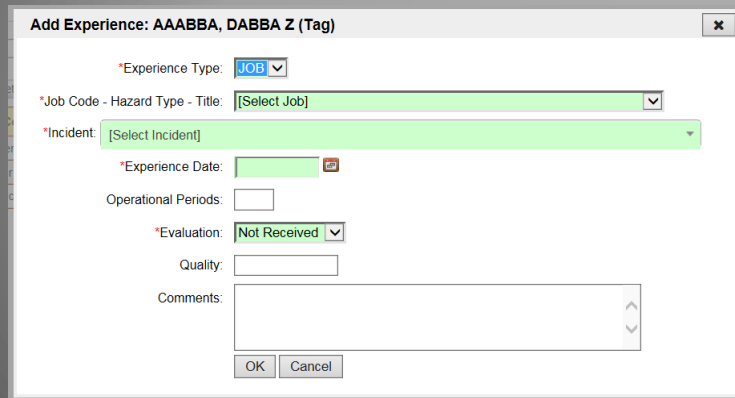


The screenshot shows a software interface with a table of data. The table has columns for "SFM185015", "Willow", "WF", and "1/18/2018". To the right of the table, there is a button labeled "Post Experience" which is highlighted with a red rectangular box.

Do not use OJT – On the Job Training under the experience type. It doesn't progress the qualification expiration date. If you need an IQS code for on the job training contact Tamara to get one created. It is important to put in operational periods so we can see how many days you were on the incident.

Posting Experience – B

1. On the person's page you need to update, navigate to their Certifications page.
2. Click on the experience tab.
3. Click on the add  button.



Add Experience: AAABBA, DABBA Z (Tag)

*Experience Type:

*Job Code - Hazard Type - Title:

*Incident:

*Experience Date:

Operational Periods:

*Evaluation:

Quality:

Comments:

OK Cancel

- ▶ This is the same type of form, except now you are searching by state fire number or exact fire name.

Certifications Page

TARGET POSITIONS

- ▶ This is for your internal use.
- ▶ It will show you the prerequisites required for the position.

Person: AAAABBA, DABBA Z (Tag) | Fitness: A | 8/1/2016 | OrgPath: SDSOS,WFS;ADMIN;... | ROSS: | Quals Updated: 10/19/2015 | Email Address:

Qualifications | Training | Experience | Target Positions | Task Books

Job: Code - Hazard - Title	Created	Pry	Comments
ACAC - WF - Area Command Aviation Coordinator	2/28/2010		
AOBS - WF - Aerial Observer	1/1/2014		
ENGB - WF - Engine Boss, Single Resource	4/25/2010		
FALA - WF - Fallar "A" 0" or less	3/25/2010		
EDAN - WF - Engine Observer	4/13/2010		

Prerequisites

Fitness Arduous

ICS 200-AH - ICS for Single Resources and Initial Action Incidents	Req		
IS-700-AH - Introduction to NIMS	Req		
L-280-WF - Followership to Leadership	Sug		
RT-130-WF - Annual Fireline Safety Refresher	Req	4/23/2013	
S-219-WF - Firing Operations	Sug		
S-230-WF - Crew Boss (Single Resource)	Req		
S-231-WF - Engine Boss (Single Resource)	Sug		
S-260-WF - Interagency Incident Business Management	Sug		
S-270-WF - Basic Air Operations	Sug		
S-290-WF - Intermediate Wildland Fire Behavior	Req		

Experience

<input type="checkbox"/> (01) ENGB - WF - TRN - Engine Boss, Single Resource
<input type="checkbox"/> (01) FFT1 - WF - JOB - Firefighter Type 1

Certifications Page

TASK BOOKS

- ▶ Please contact the Training and Aviation Program Manager to get task books initiated.
- ▶ Once a task book is ready for certification send to Training and Aviation Program Manager.
- ▶ The final evaluator of the task book **MUST** be qualified in that position.
- ▶ For more information see the SDWF Task Book SOP.

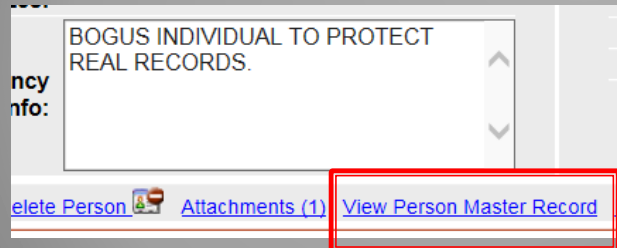
Task books are valid for three years from the initiation date until the first assignment, then it is valid for three years after that. For example, if the task book was opened on 01/25/2019 it would expire on 01/25/2022, but then you go on an assignment on 07/15/2020, so now your task book officially expires on 07/15/2023.

Task Books

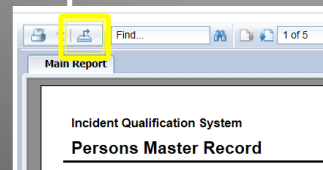
- ▶ We are governed by NWCG regarding qualifications and task books. The requirements can be found in the NWCG Standards for Wildland Fire Position Qualifications (PMS 310-1).
 - <https://www.nwcg.gov/publications/pms310-1>
- ▶ You can also find specific information on qualifications on the NWCG website – position catalog.
 - <https://www.nwcg.gov/positions>

Master Records

- ▶ This shows everything in their IQS “file”.
- ▶ I recommend having personnel check this once a year for missing/wrong information.
- ▶ To print or save:
 1. Select Person/Org and select the person you want.
 2. At the bottom of the page select View Person Master Record.



- ▶ Now select the export button.



- ▶ Change the file format to PDF and click export. Then save where you can find it.

Training Tab



- Schedule Training
- Student Selections
- Post Course Results
- Instructor and Coordinators
- Needed Qualifications

We don't use the training needs analysis portion of IQS.

Training Tab

- ▶ The training tab is a good way to see who is hosting trainings.

Training Course Schedule

Hide courses prior to: Search in Code or Course Title columns for:

Code	Hzd	Course Title	Session	Start	End	Location	Max	#	Pr'y	Select	Post
RT-130	WF	Annual Fireline Safety Refresher		3/4/2018	3/4/2018	TEA VFD	35	2		Students	Results
S-219	WF	Firing Operations		3/3/2018	3/4/2018	TEA VFD	24	3		Students	Results
S-270	WF	Basic Air Operations		3/3/2018	3/4/2018	TEA VFD	24	1		Students	Results
S-130	WF	Firefighter Training		3/3/2018	3/4/2018	TEA VFD	30	1		Students	Results
RT-130	WF	Annual Fireline Safety Refresher		3/2/2018	3/2/2018	TEA VFD	35	3		Students	Results
S-212	WF	Wildland Fire Chain Saws		3/2/2018	3/4/2018	TEA VFD	24	4		Students	Results
S-190	WF	Introduction to Wildland Fire Behavior		3/2/2018	3/2/2018	TEA VFD	30	1		Students	Results
S-270	WF	Basic Air Operations		1/6/2018	1/7/2018	ROCKERVILLE VFD	20	12		Students	Results

Find this by going to Training and selecting course schedule.

Training Tab

SCHEDULE TRAINING

- ▶ SD Wildland Fire can help schedule and arrange courses as needs arise.
- ▶ We do hold three academies as well:
 - Pennington Cty Muster
 - Eastern SD Academy
 - SDWF Academy
- ▶ Contact the Training and Aviation Program Manager for more info or to get on the mailing list.
- ▶ All NWCG training courses held outside of SD Wildland Fire **MUST** to be vetted through us.
 - Failure to do so can result in the course not being recognized by NWCG and being considered null and void.

Training Tab

SCHEDULE TRAINING



- ▶ For those courses given approval, course coordinators can add the training to IQS.
- ▶ Refreshers are the only exception. Here is how to add a training/refresher.
- ▶ Go to Training then Course Schedule.
 1. Select the add button. Fill out the form; green highlighted sections are required.
 2. Select Save and Add Instructors
 - From there select the instructor and save.

If your location/host agency/instructor is not in there, let the Training and Aviation Program Manager know and it can be added.

Schedule Training



Scheduled Course Details

Course Code: RT-130	Hazard Type: WF	Course Title: Annual Fireline Safety Refresher
Start Date: 3/4/2018	End Date: 3/4/2018	Session Number: Location: TEA VFD
Start Time: 1300	End Time:	Hours: 4 Host Agency: Coyote 1 Striketeam
Max Size: 35	Students: 2	Priority:
Tuition:	Total Training Costs:	Nomination Due Date: 2/26/2018
Comments:		

[Edit this Scheduled Course](#)  [Delete Scheduled Course](#)  [Add New Scheduled Course](#) 



Instructors and Coordinators

	Coord	Level	Instructor Name	Agency	Work Phone	Cell Phone	Fax	Email
  <input checked="" type="checkbox"/>			Bolzer, Pete	Brookings VFD	605-692-6323			pbolzer@cityofbrookings.org



[Return to Training Course Schedule](#) [Go to Select Students](#)

- ▶ This is what a completed course looks like. From here you can add students.
 - Click on Go to Select Students

Selecting Students

Select Students

Scheduled Course: RT-130 Annual Fireline Safety Refresher, on 3/4/2018 - 3/4/2018, at TEA VFD; by : Coyote 1 Striketeam 2 students, 35 max

Filters: (Wildcard) (Wildcard) (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
<input checked="" type="checkbox"/>	BUTLER, PATRICIA		3/4/2018		TEA VFD
<input checked="" type="checkbox"/>	WENDINGER, RYAN	SDSDS;GFP;R3;;	3/4/2018		TEA VFD

- ▶ From here you can make a roster many ways.
 - Option A: Go to the everyone tab, type in the persons name then click on the box for Select.
 - Click on Add Selections to Roster.

<input type="checkbox"/>	ABERLE, DON	SD
<input checked="" type="checkbox"/>	ABERLE, PAT	SD
<input type="checkbox"/>	ABERLE, ROGER	SD
<input type="checkbox"/>	ABERLE, TOM	SD
<input type="checkbox"/>	Abernathy, Russ	SD
<input type="checkbox"/>	ABOUREZK, JAMIL B'SHARA	SD
<input type="checkbox"/>	ABOUREZK, MIKE	AR
<input type="checkbox"/>	ABRAHAM, AMANDA	SD
<input type="checkbox"/>	ABRAHAM, DARIN	SD
<input type="checkbox"/>	ACHTERHOF, TROY	SD

Page 1 of 448 [Next >](#)

Select Students

Scheduled Course: RT-130 Annual Fireline Safety Refresher, on 3/4/2018 - 3/4/2018; at TEA VFD; by ; Coyote 1 Striketeam 2 students, 35 max

Filters: (Wildcard) (Wildcard) (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
	<input checked="" type="checkbox"/>	BUTLER, PATRICIA		3/4/2018		TEA VFD
	<input checked="" type="checkbox"/>	WENDINGER, RYAN	SDSDS;GFP;R3;;	3/4/2018		TEA VFD

- ▶ If successful, the person will show up in the roster tab.
- ▶ Option B: Adding a person not in IQS.
 - Click on the Outside Students tab.
 - Type in their information and select Add Outside Person to Roster button.

Select Students

Scheduled Course: RT-130 Annual Fireline Safety Refresher

Filters: (Wildcard) (Wildcard) (Wildcard)

Roster | Planning to Take Course | Need Course | Copy Another Roster

Add Students Outside IQS

* Last Name: Bear

* First Name: Smokey

Middle Name:

Job Title:

Email Address:

Phone Number:

Organization: USFS

Priority:

Comments:

Add Outside Person to Roster

Selecting Students

- ▶ If you are entering a course that has the same roster, you can copy another roster.
- ▶ Option C:
 - Click on the Copy Another Roster tab.
 - In the scheduled course bar make sure you have the right course selected.

Select Students

Scheduled Course: RT-130 Annual Fireline Safety Refresher; on 3/4/2018 - 3/4/2018; at TEA VFD; by ; Coyote 1 Striketeam 2 s

Filters: (Wildcard) (Wildcard) (Wildcard) (Wildcard) (Wildcard) (Wildcard)

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

Scheduled Course: S-219 Firing Operations; on 3/3/2018 - 3/4/2018; at TEA VFD; by HASKVITZ; Coyote 1 Striketeam

Select	Full Name	Org Path
<input type="checkbox"/>	SEDIVY, ADAM MICHAEL	SDSDS,GFP,R3;;
<input type="checkbox"/>	SENNER, AARON	SDSDS,SD-MHX,SD-BALX;;
<input type="checkbox"/>	ZIMMERMAN, GREG	HARRISBURG COMMUNITY FIRE DEPT.

Copying Another Roster

- ▶ Click on the persons you would like in the course and then add selections to the roster.
- ▶ Ultimately, the first roster tab is the one to look at to ensure your roster is correct.

Training Tab

POST COURSE RESULTS

- ▶ This allows personnel training records to automatically be updated by IQS as classes are attended.
- ▶ To do this, select Go to Post Course Results from the Students page.

Select Students

Scheduled Course: RT-130 Annual Fireline Safety Refresher; on 3/4/2018 - 3/4/2018; at T

Filters: (Wildcard) (Wildcard) (Wildcard) (Wildcard) (Wildcard)

Roster: Planning to Take Course | Need Course | Copy Another Roster | Everyone | Outside S

Scheduled Course Roster

Select	Person	Org Path
<input checked="" type="checkbox"/>	BUTLER, PATRICIA	
<input checked="" type="checkbox"/>	WENDINGER, RYAN	SDSDS;GFP;R3;;

Save Roster Selection Changes | Email Selected Students

[Return to Training Course Schedule](#) | [Go to Post Course Results](#) | [Go to the Course Roster report](#)

Post Course Results

Post Course Results

Scheduled Course: RT-130 Annual Fireline Safety Refresher, on 3/4/2018 - 3/4/2018, at TEA VFD, by ; Coyote 1 Striketeam

Post Course Results | Completed Students | Update Instructor Histories | Print Certificates

Click the Enter Course Results button to add data for multiple students at once. Click the Edit icon in the grid to make individual changes.

Enter Course Results

Name	Org Path	Planned Date	Location	Completed Date
BUTLER, PATRICIA		3/4/2018	TEA VFD	
WENDINGER, RYAN	SDSDS;GFP;R3;...	3/4/2018	TEA VFD	

- ▶ From here select Enter Course Results.
 - Reminder – this cannot be done until the course is complete.
- ▶ Select all to check all students and click Update Checked Students. This will mark them all complete and push it to their profiles.
 - Do not check anyone who did not pass.

Post Course Results

Check those students who successfully completed the course on schedule. Enter a score and optional comment for each one. Then click the 'Update checked students' button to fill in the Location, Hours, Instructor, and Host Agency from the scheduled course description. Optional: Provide a default score/comment to assign when each student is checked. Score: Comment:

Name	Org Path	Planned	Completed Date	Score	Comments
BAILEY, MARY KATHLEEN	SDSDS;SD-PNX;SD-BXEX;...	10/21/2017	<input type="checkbox"/>		
Eide, Larry	Spearfish VFD	10/21/2017	<input type="checkbox"/>		
Farrier, Scott		10/21/2017	<input type="checkbox"/>		
Green, Ethan		10/21/2017	<input type="checkbox"/>		
Groombridge, Jake	Spearfish VFD	10/21/2017	<input type="checkbox"/>		
Grubi, Dan	Sturgis VFD	10/21/2017	<input type="checkbox"/>		
HANSON, MICHAEL TY	SDSDS;SD-PNX;SD-BXEX;...	10/21/2017	<input type="checkbox"/>		
Hanson, Mike	Boc Elder VFD	10/21/2017	<input type="checkbox"/>		
Horneman, William		10/21/2017	<input type="checkbox"/>		
KUENKEL, ADAM LEE	SDSDS;SD-PNX;SD-BXEX;...	10/21/2017	<input type="checkbox"/>		
Madhaven, Simon		10/21/2017	<input type="checkbox"/>		
Mayer, Dan	Sturgis VFD	10/21/2017	<input type="checkbox"/>		
Michaud, John	RCFD	10/21/2017	<input type="checkbox"/>		

Select All | Clear All | Update checked students | Cancel

Training Tab

INSTRUCTORS & COORDINATORS

- ▶ Check to see if Instructors/Coordinators name is in the database.
- ▶ If they aren't you can add one from IQS persons.
 - If not, contact the Training and Aviation Program Manager.
- ▶ As always the more info the better!

Instructors

Search Last or First Name for:

	Last Name	First Name	MI	Agency	Work Phone	Cell Phone	Fax	Email
	Academy	Wyoming Fire						
	Adams	Brian						
	ADAMS	SHERRY						
	ADKINS	JASON						
	Airheart							
	Aldinger	Kendall						
	Alfson	Dan	W	Rapid City Fire Dept				
	Allen	Lisa						
	Anderson	Bob						
	Ausmann	Danom						
	Bachmeier	John						
	Backus	Wayne						
	Baldwin	Brian						
	Baltou							
	BARROWS	SHAWN	M					

Page 1 of 34 [Next >](#)

Training Tab

INSTRUCTOR QUALIFICATIONS

- ▶ We must adhere to the NWCG Standards for Course Delivery (PMS 901-1) for lead and unit instructor qualifications and class delivery .
- ▶ This is why courses must be vetted by the SD Wildland Fire Training and Aviation Program Manager.

Posting Fitness

- ▶ Go to the Post then Fitness section.
 1. Select the certifier (use Fire Chief), put in the expiration date and the expiration date will automatically fill in.
 2. Pick which pack test level, then select those persons that apply.
 3. Select Update Checked Records and it will automatically update IQS.

Post Fitness

Filters: (Wildcard) (Wildcard) (Wildcard) (Wildcard) (Wildcard) (Wildcard)

Group Updates | Individual Changes

Shared Data

Certifier:

Effective Date:

Expiration Date:

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)

Person	Current Fitness Level	Current Expiration Date	Select New Fitness Level
AAABBA, DABBA Z	Arduous	8/1/2016	<input type="checkbox"/> - N - L - M - A
AASHEIM, BRIAN CURTIS	Arduous	4/14/2018	<input type="checkbox"/> - N - L - M - A
ABBAS, DANNY	None		<input type="checkbox"/> - N - L - M - A
ABBOTT, CLINT	None		<input type="checkbox"/> - N - L - M - A
ABBOTT, REX	None		<input type="checkbox"/> - N - L - M - A
ABERLE, DON	None		<input type="checkbox"/> - N - L - M - A
ABERLE, PAT	None		<input type="checkbox"/> - N - L - M - A
ABERLE, ROGER	None		<input type="checkbox"/> - N - L - M - A
ABERLE, TOM	None		<input type="checkbox"/> - N - L - M - A

Reports

- ▶ Users have a wide variety of reports available to them.
- ▶ This is also how you print red cards.



Printing Red Cards

1. Click on Reports then Incident Qualification Card
2. From there highlight the persons you want to card and select add
3. They will show up in the Selected Persons column. Once selected, type in the certifier information.
 - Only the fire chief or designated training officer can issue/sign red cards.
4. Select National for qualification level.
5. Select View Report.

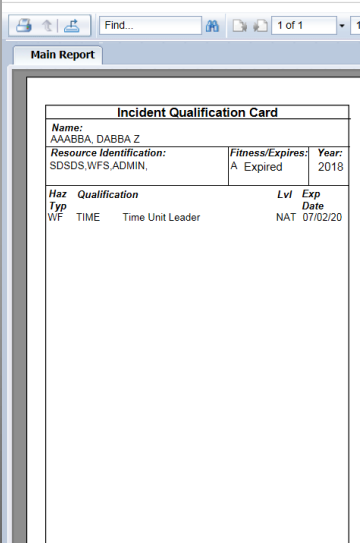
Incident Qualification Card

Filters	Available Persons	Selected Persons
State-NWCG: (Wildcard) ▼	AAABBA, DABBA Z (Tag) AASHEIM, BRIAN CURTIS ABBAS, DANNY ABBOTT, CLINT ABBOTT, REX ABERLE, DON ABERLE, PAT ABERLE, ROGER ABERLE, TOM Abernathy, Russ ABOUREZK, JAMIL B'SHARA ABOUREZK, MIKE ABRAHAM, AMANDA ABRAHAM, DARIN ACHTERHOF, TROY	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>
Org Level 1: (Wildcard) ▼		
Org Level 2: (Wildcard) ▼		
Org Level 3: (Wildcard) ▼		
Org Level 4: (Wildcard) ▼		
Org Level 5: (Wildcard) ▼		
	Add Select All	Remove Select All
Only Ross Persons: <input type="checkbox"/>	Search Available Persons: <input type="text"/> Search Clear	Certifier: <input type="text"/> Certifier Title: <input type="text"/> Certification Date: <input type="text"/> Qualification Level: <input type="text"/> ▼
Employment Status:	Student Permanent Full Time Permanent Part Time Limited Term Employee Seasonal Casual/Emergency Firefighter Contractor Retiree Volunteer	

View Report

Printing Red Cards

1. Double check that their red card is correct.
 - Do all quals show?
 - Is their pack test current?
2. If correct, select the export button to save as a PDF and print.
3. Sign cards and disperse to firefighters.



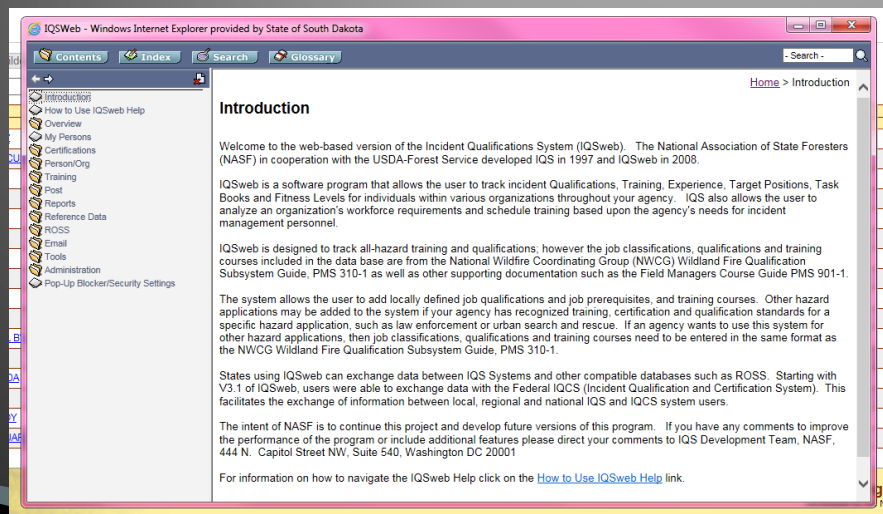
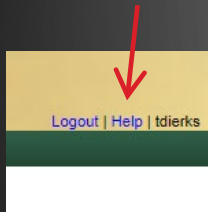
Find... 1 of 1

Main Report

Incident Qualification Card			
Name: AAABBA, DABBA Z			
Resource Identification: SDSDS,WFS ADMIN.		Fitness/Expires: A Expired	Year: 2018
Haz	Qualification	Lvl	Exp Date
WF	TIME Time Unit Leader	NAT	07/02/20

Help Page

- ▶ IQS has one of the best help modules out there.
- ▶ Look for the help button in top right corner.



IROC Self-Statusing

- ▶ This is facilitated through Great Plains Dispatch – call them for questions/help. 605.399.3160

If you have any issues or need help with IQS do not hesitate to give the Training and Aviation Program Manager a call at 605.393.4229 or email at tamara.dierks@state.sd.us!

Adding Structural Firefighting Quals to IQS

1. Login into IQS and navigate to the person you want to add the qualification to.
2. Click on Certifications in the top right corner of their Persons Page to navigate to the qualification tab.



3. Next, click the add button.
4. It will open this screen:

Add Qualification: AAABBA, DABBA Z (Tag) ✕

*Qual Type: JOB ▾

*Job Code - Hazard Type - Title: [Select Job] ▾

*Effective Date: MM/DD/YYYY

*Expiration Date: MM/DD/YYYY

Certifier: ▾

Dispatch Level: ▾

Position Priority:

Integration Qualification:

Comments:

5. Leave Qual Type as JOB – this means they are qualified.
6. Job Code – Hazard Type – Title. Put in either of the two quals below (FIRE 1 or FIRE 2).

	*Job Code	*Hzd	*Job Title	Fit-ness	*Cert Yrs	Func	Active Date	Inactive Date	*Standard
	FIRE 1	ST	SD Structural Firefighter Type 1	N	30	OS			State
	FIRE 2	ST	SD Structural Firefighter Type 2	N	30	OS			State

7. Effective Date: this is the date the person obtained the qualification.
8. Expiration Date: if you tab over this will autofill with the expiration date.
9. Certifier: Put in Fire Chief
10. Dispatch Level: Put in State
11. Position Priority: Leave blank.
12. Integration Qualification: DO NOT CHECK – this is for NWCG qualifications only.
13. Comments: Leave blank.
14. Select Ok and it will be added to their qualifications. If successful it will look like this:

	JOB	FIRE 1 - ST - SD Structural Firefighter Type 1			3/17/2023	3/17/2053	FIRE CHIEF	State	<input type="checkbox"/>
--	-----	--	--	--	-----------	-----------	------------	-------	--------------------------