IQS – Becoming an Expert!

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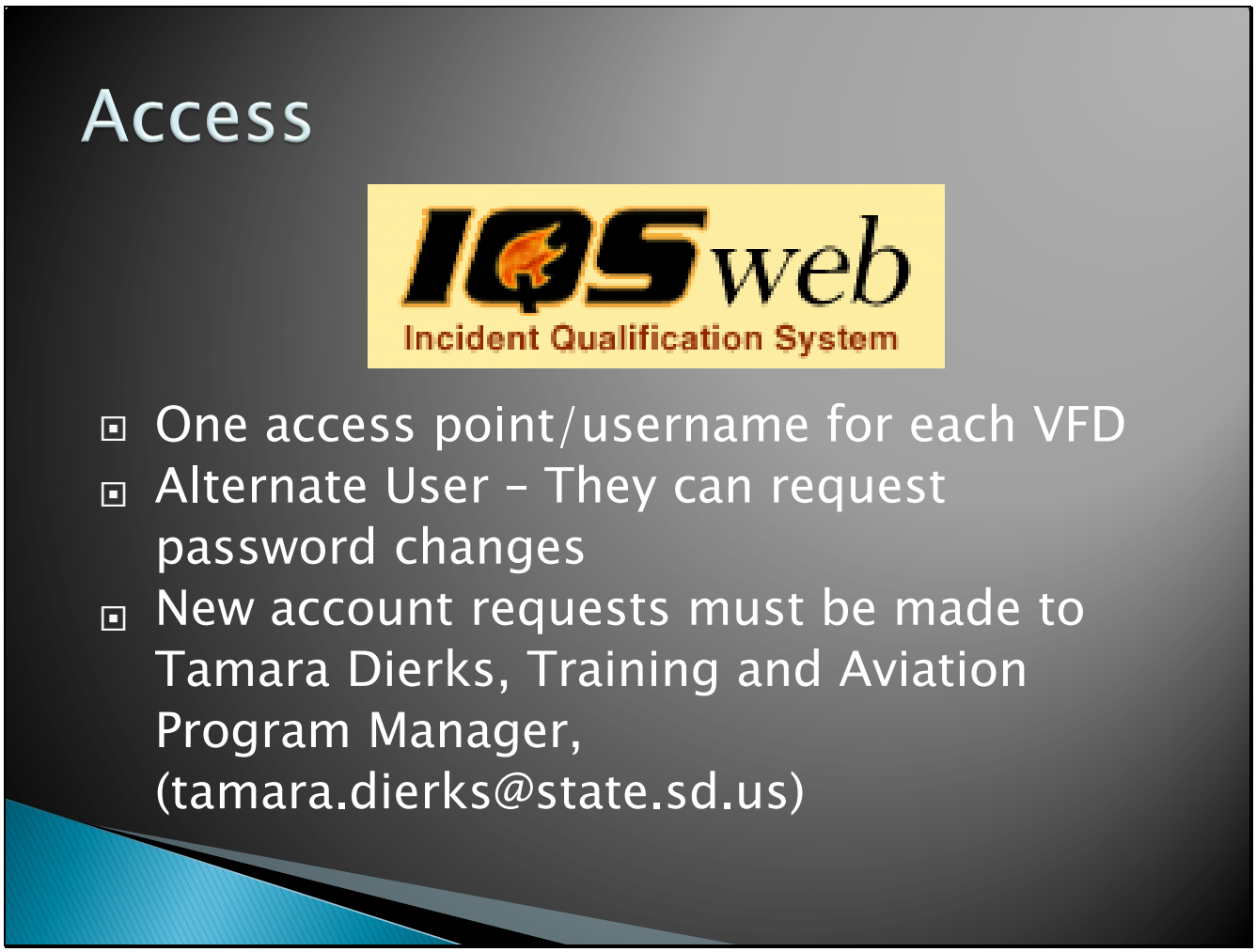
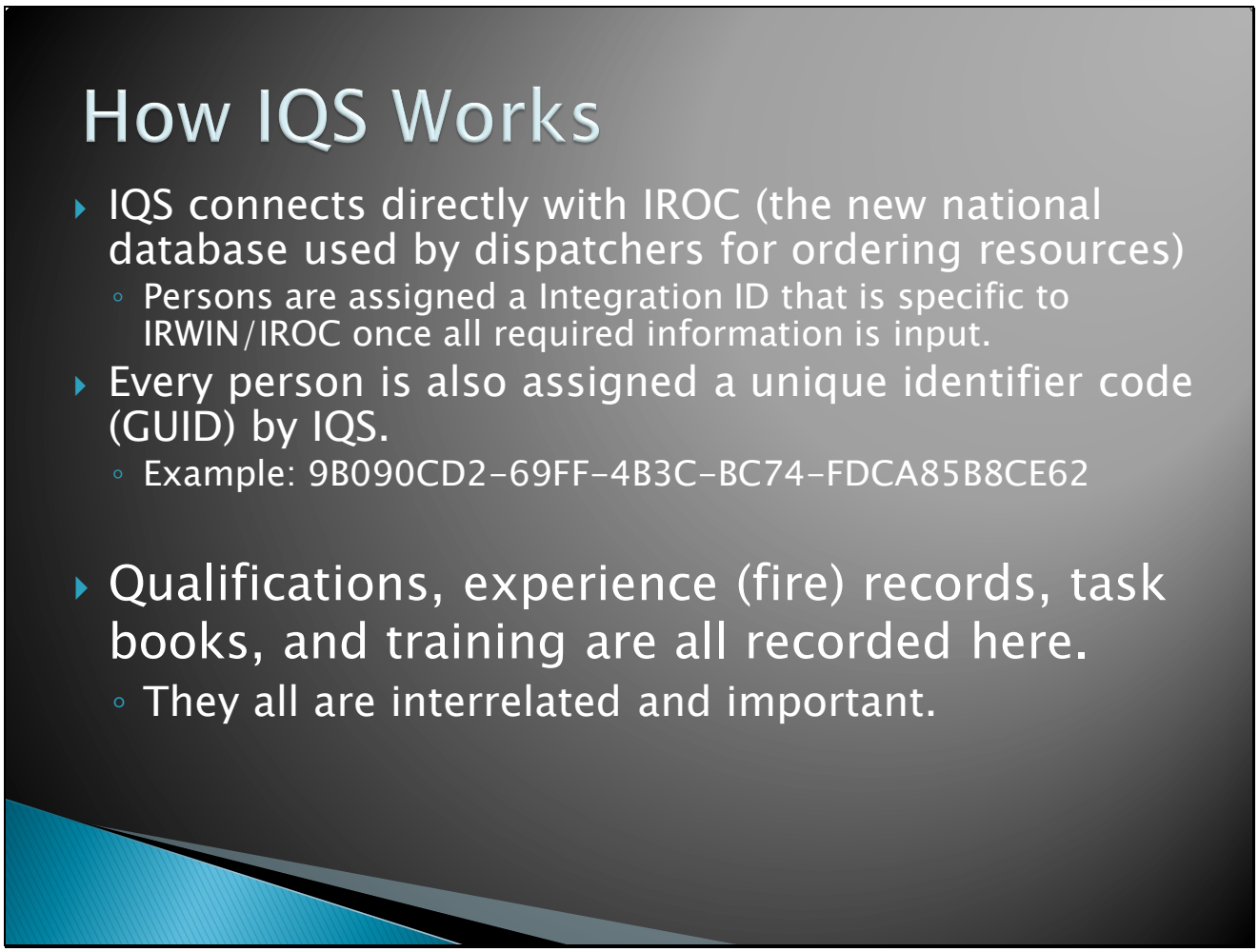


I strongly suggest bookmarking the IQS website - https://iqsweb.sd.gov/IQS/Login.aspx Otherwise, it can also be found by googling SD IQS login, or going to the SD Wildland Fire webpage.

Help/Questions

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



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

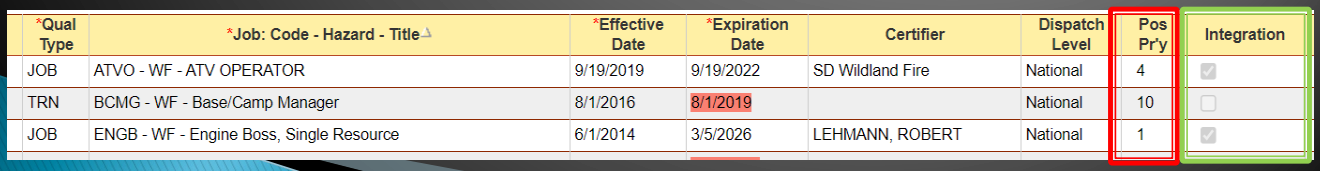
Adding Members

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.

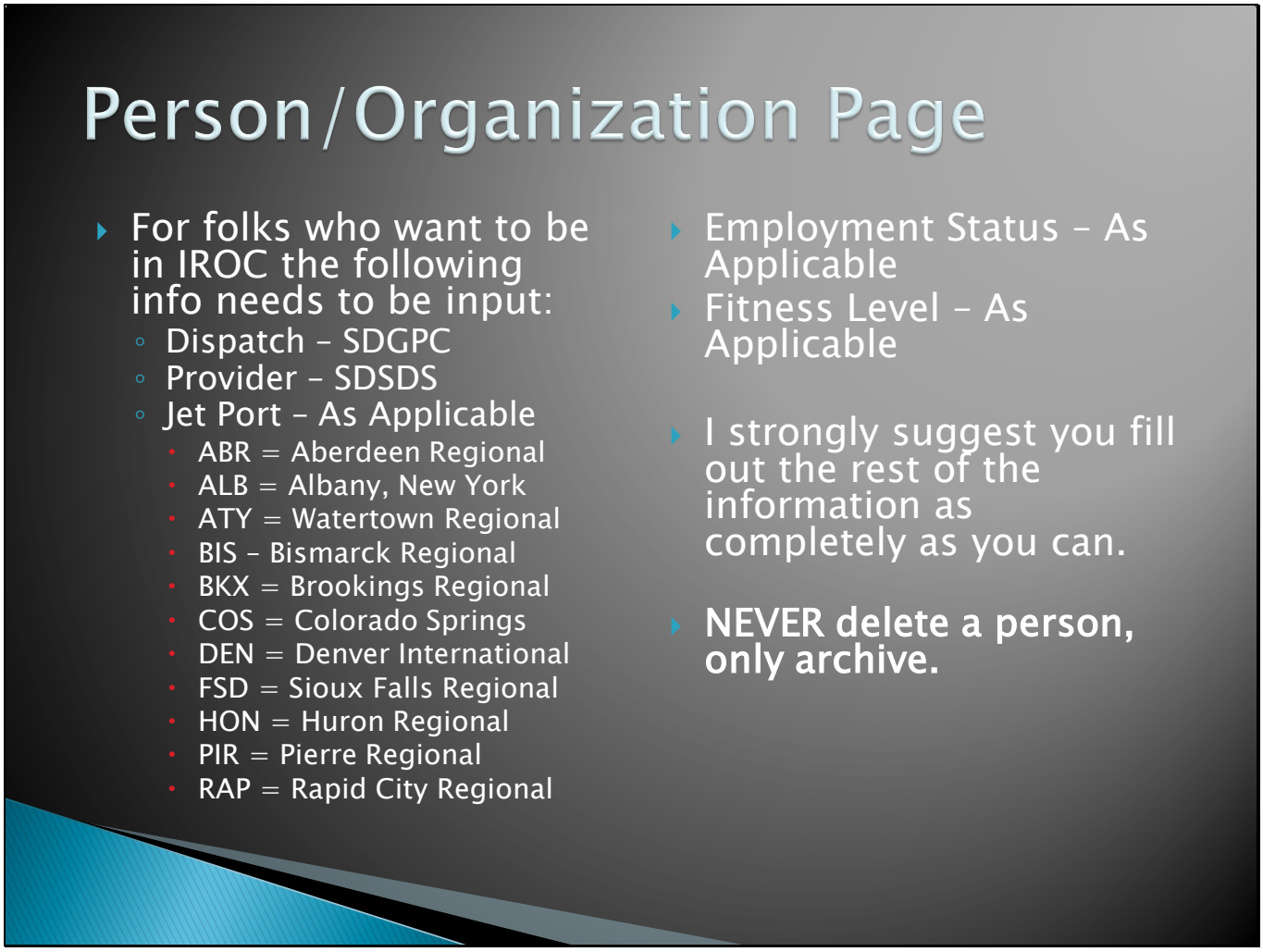
Adding Members, Contd.

- 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.

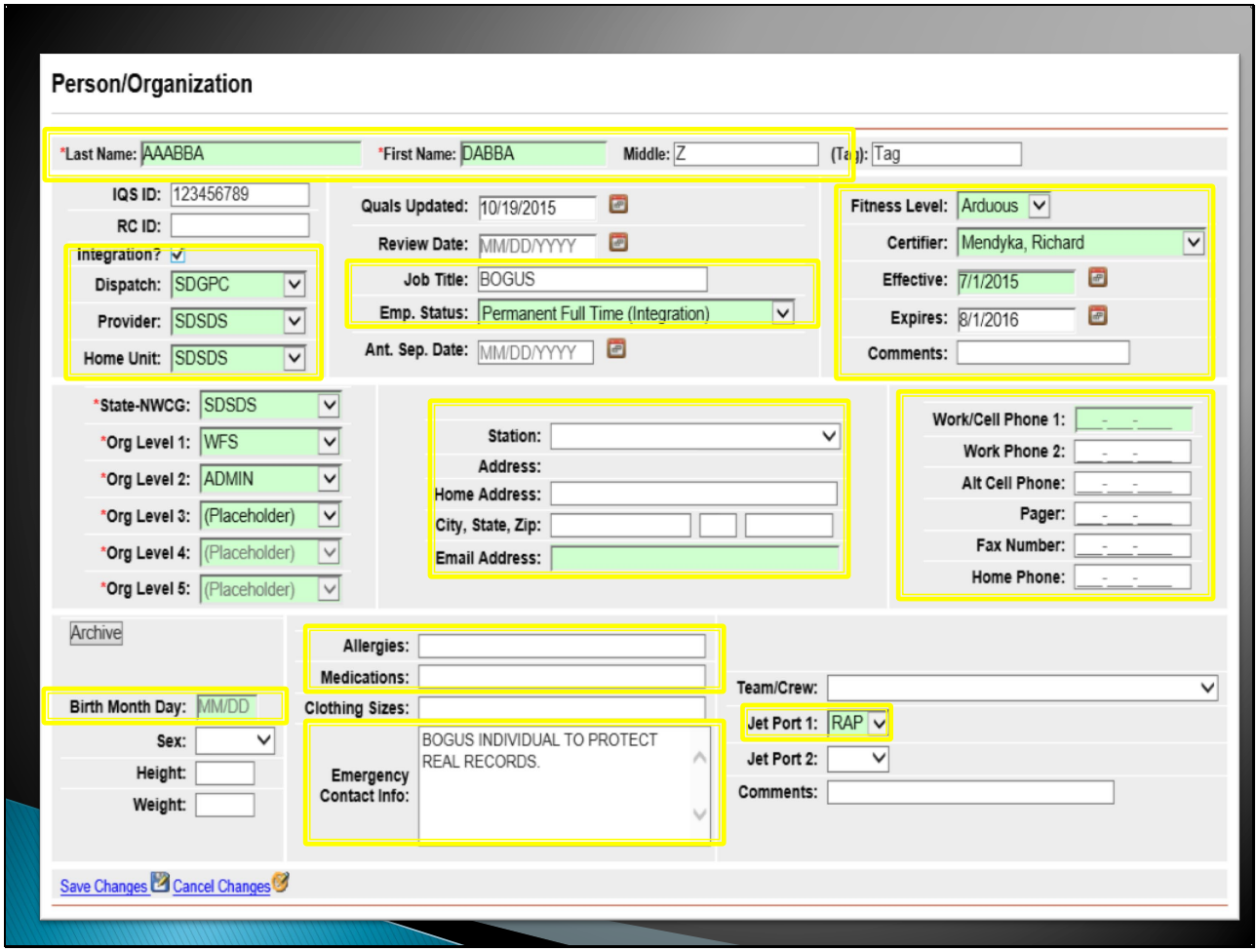


*Qual Type	*Job: Code - Hazard - Title	*Effective Date	*Expiration Date	Certifier	Dispatch Level	Pos Pr'y	Integration
JOB	ATVO - WF - ATV OPERATOR	9/19/2019	9/19/2022	SD Wildland Fire	National	4	☑
TRN	BCMG - WF - Base/Camp Manager	8/1/2016	8/1/2019		National	10	☐
JOB	ENGB - WF - Engine Boss, Single Resource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

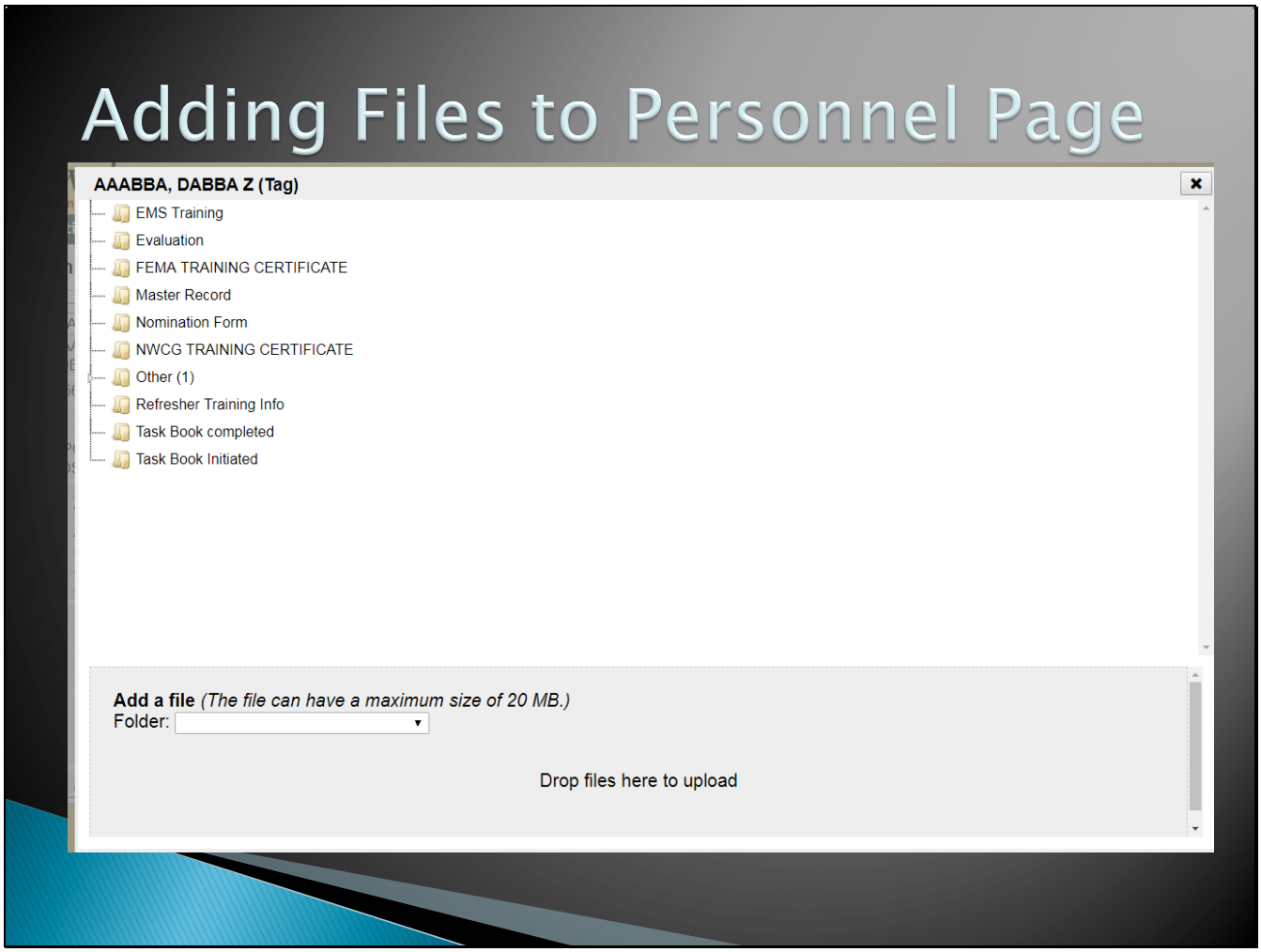
Failure to click the integration button means the person will NOT be in IROC. This means they will not be available for assignment or seen by dispatches.



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.



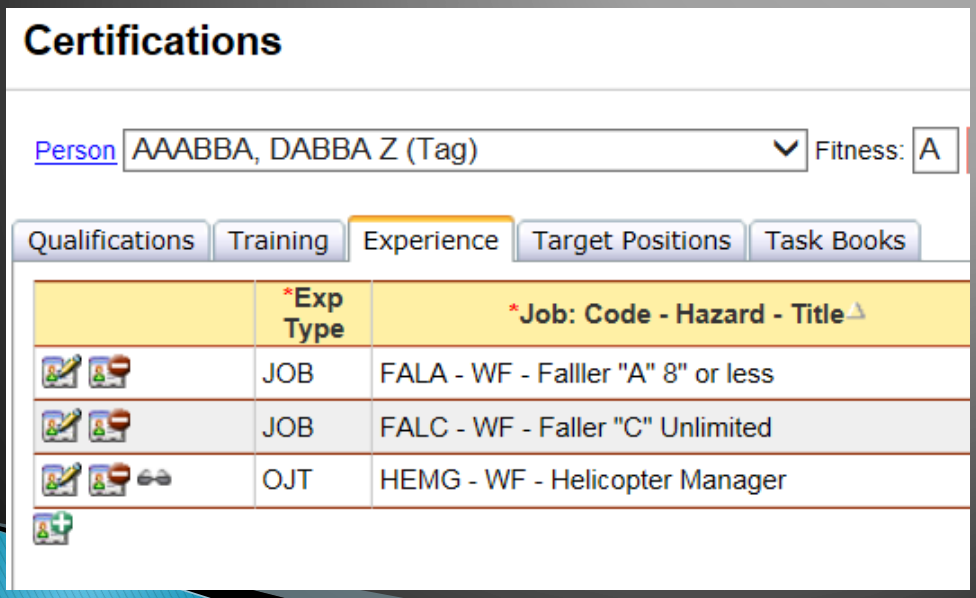
This page notates what are the important areas to fill out when adding or editing a person. The green highlighted boxes are required by IQS for IROC persons. It won't let you save if these are not filled out. Please note the Integration button (upper left-hand corner) that must be checked for a person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



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

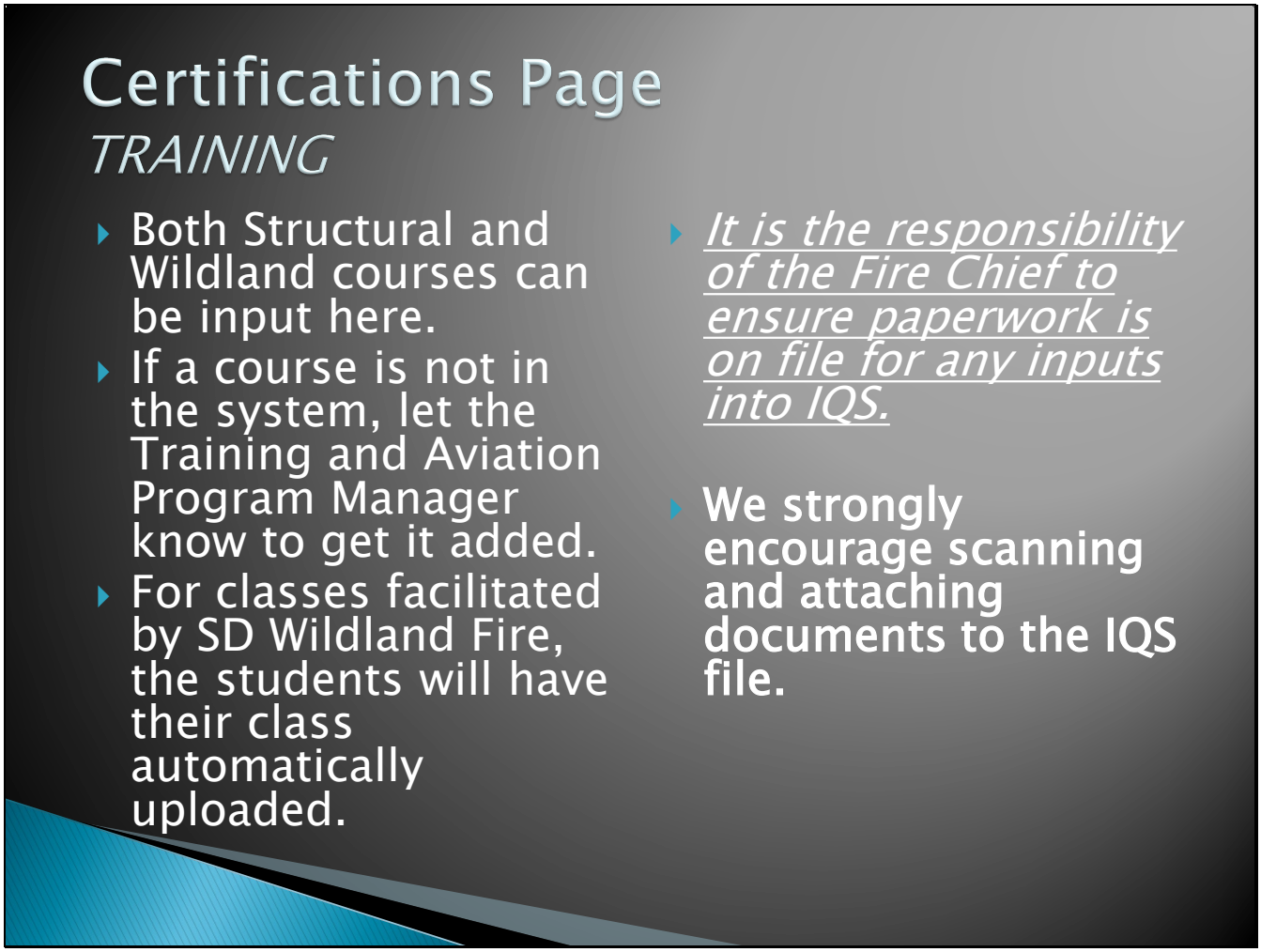
- QUALIFICATIONS
- TRAINING
- EXPERIENCE
- TARGET POSITIONS
- TASK BOOKS



Certifications 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.

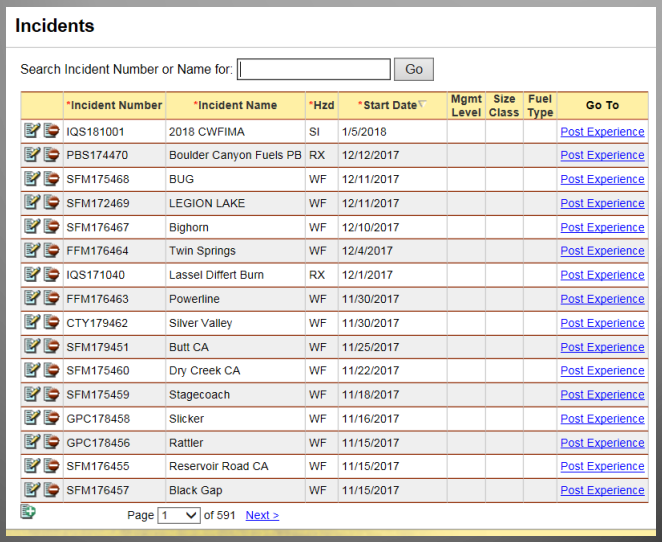
Certifications Page

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: Go

	*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

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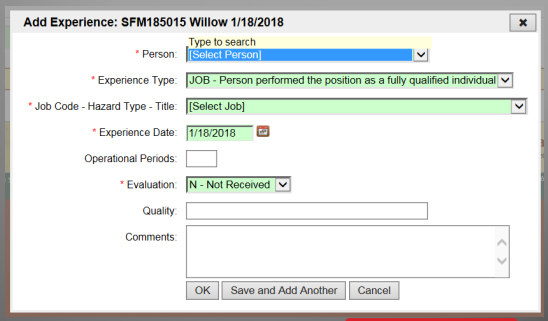
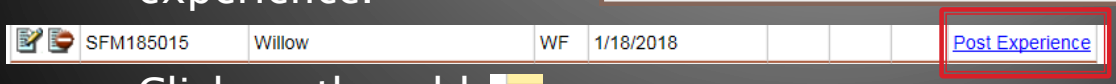
Get here by going to Post – Incidents/Experience

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.

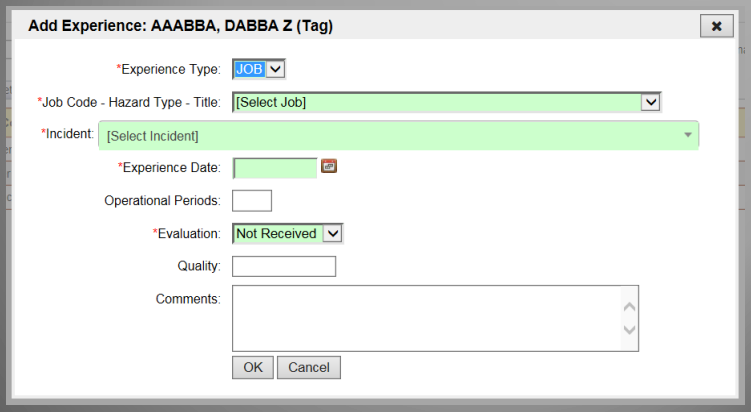




Do not use OJT – On the Job Training under the experience type. It doesn't progress the qualification expiration date. If you need an IQS code for on the job training contact Tamara to get one created. It is important to put in operational periods so we can see how many days you were on the incident.

Posting Experience – B

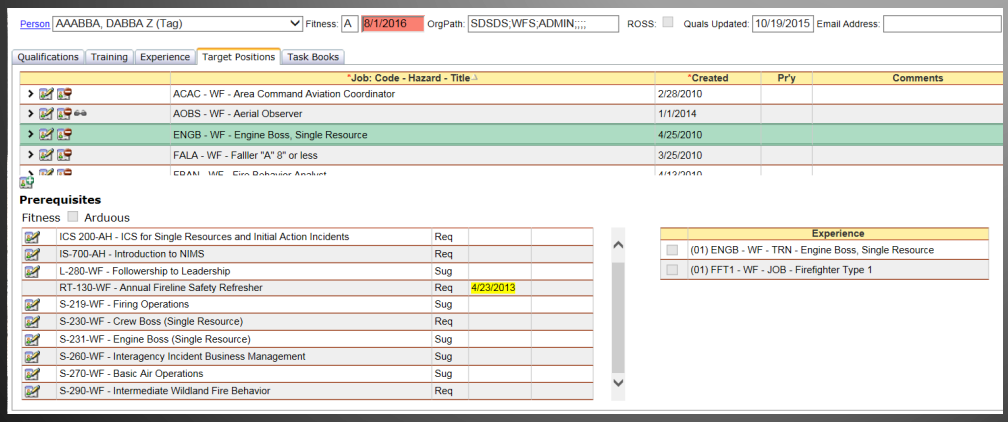
1. On the person's page you need to update, navigate to their Certifications page.
2. Click on the experience tab.
3. Click on the add button.

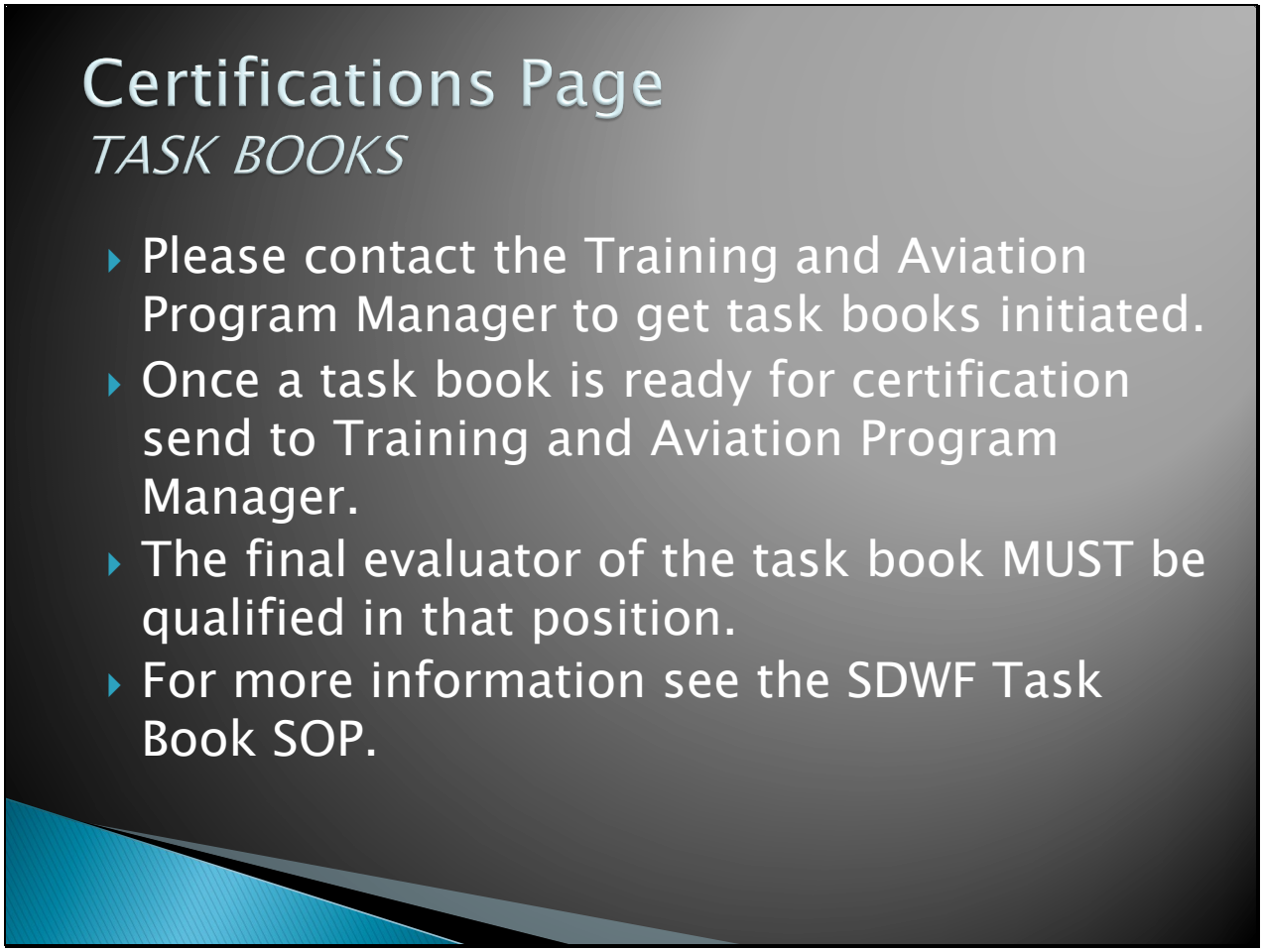


- This is the same type of form, except now you are searching by state fire number or exact fire name.

Certifications Page
TARGET POSITIONS

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





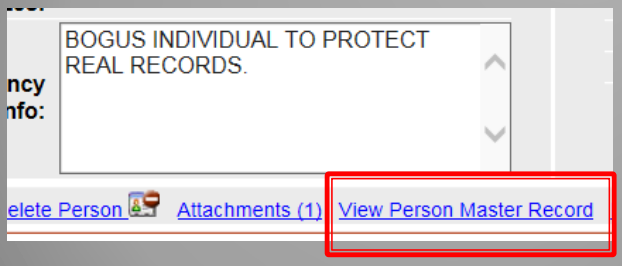
Task books are valid for three years from the initiation date until the first assignment, then it is valid for three years after that. For example, if the task book was opened on 01/25/2019 it would expire on 01/25/2022, but then you go on an assignment on 07/15/2020, so now your task book officially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

Task Books

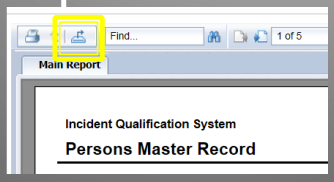
- We are governed by NWCG regarding qualifications and task books. The requirements can be found in the NWCG Standards for Wildland Fire Position Qualifications (PMS 310-1).
  - https://www.nwcg.gov/publications/pms310-1
- You can also find specific information on qualifications on the NWCG website –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

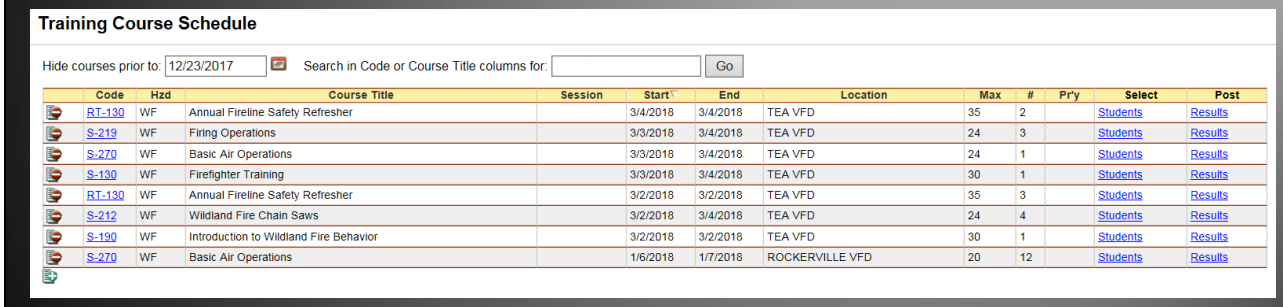


- Change the file format to PDF and click export. Then save where you can find it.

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.

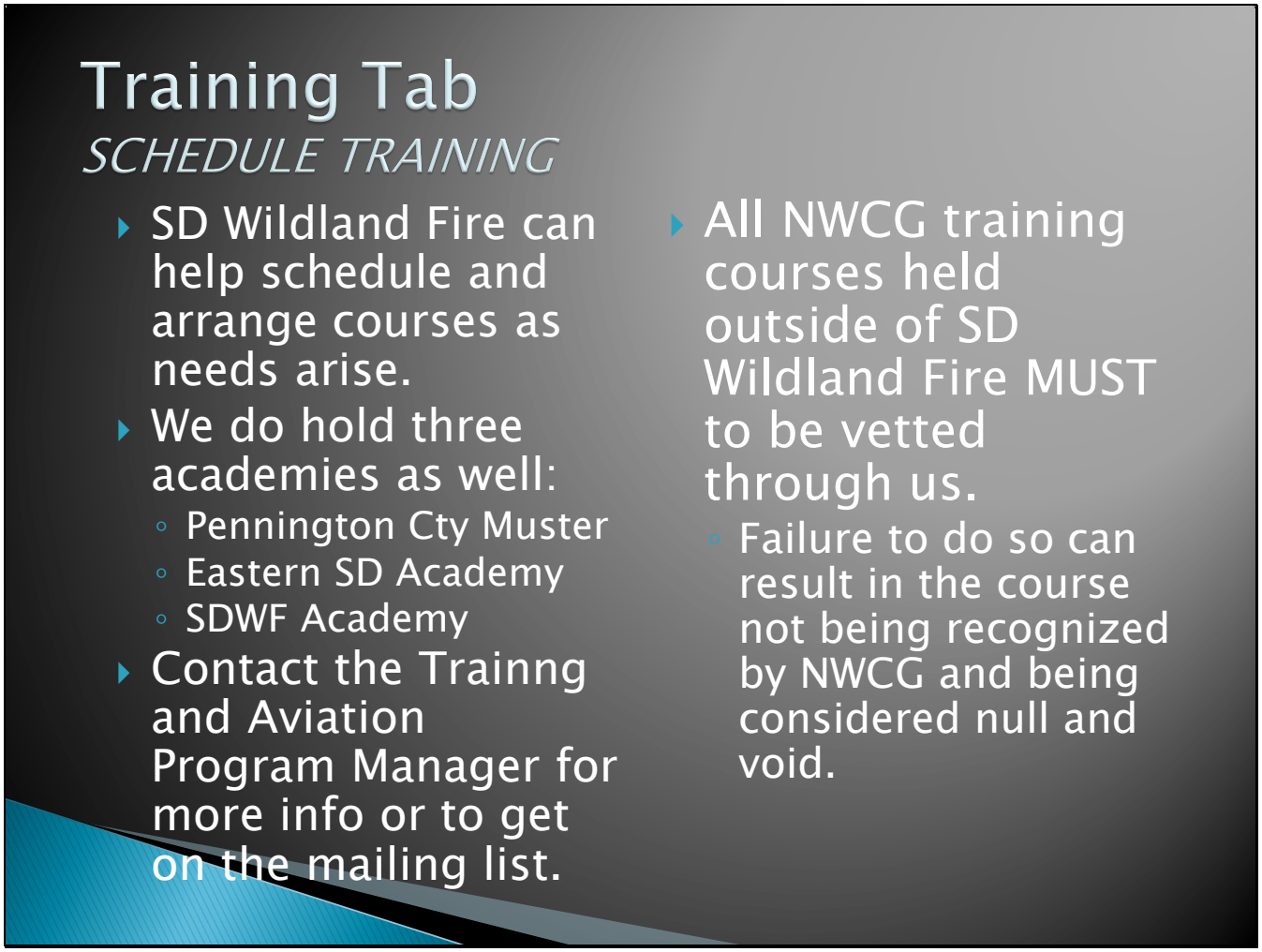


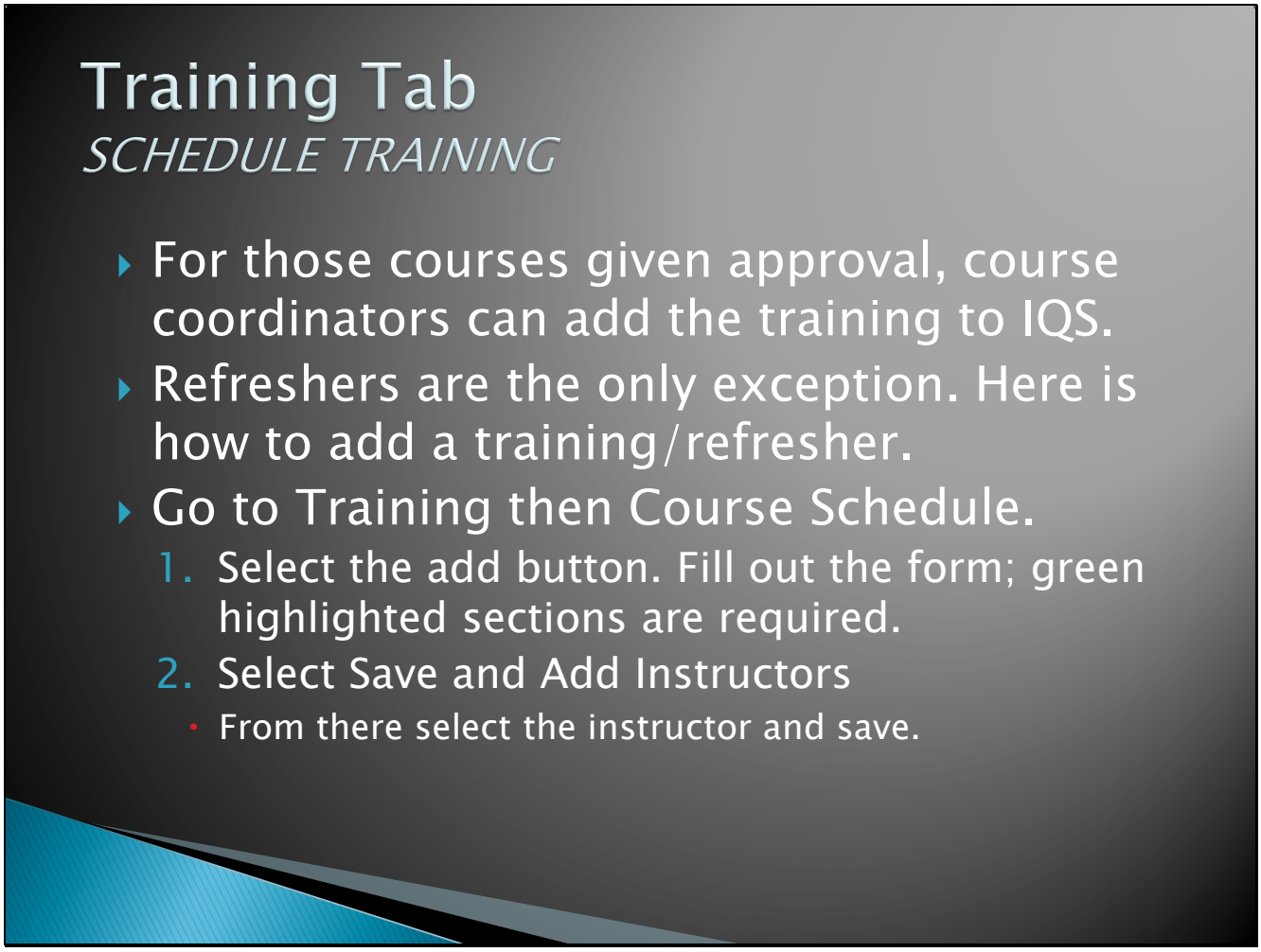
Training Course Schedule

Hide courses prior to: 12/23/2017 Search in Code or Course Title columns for: Go

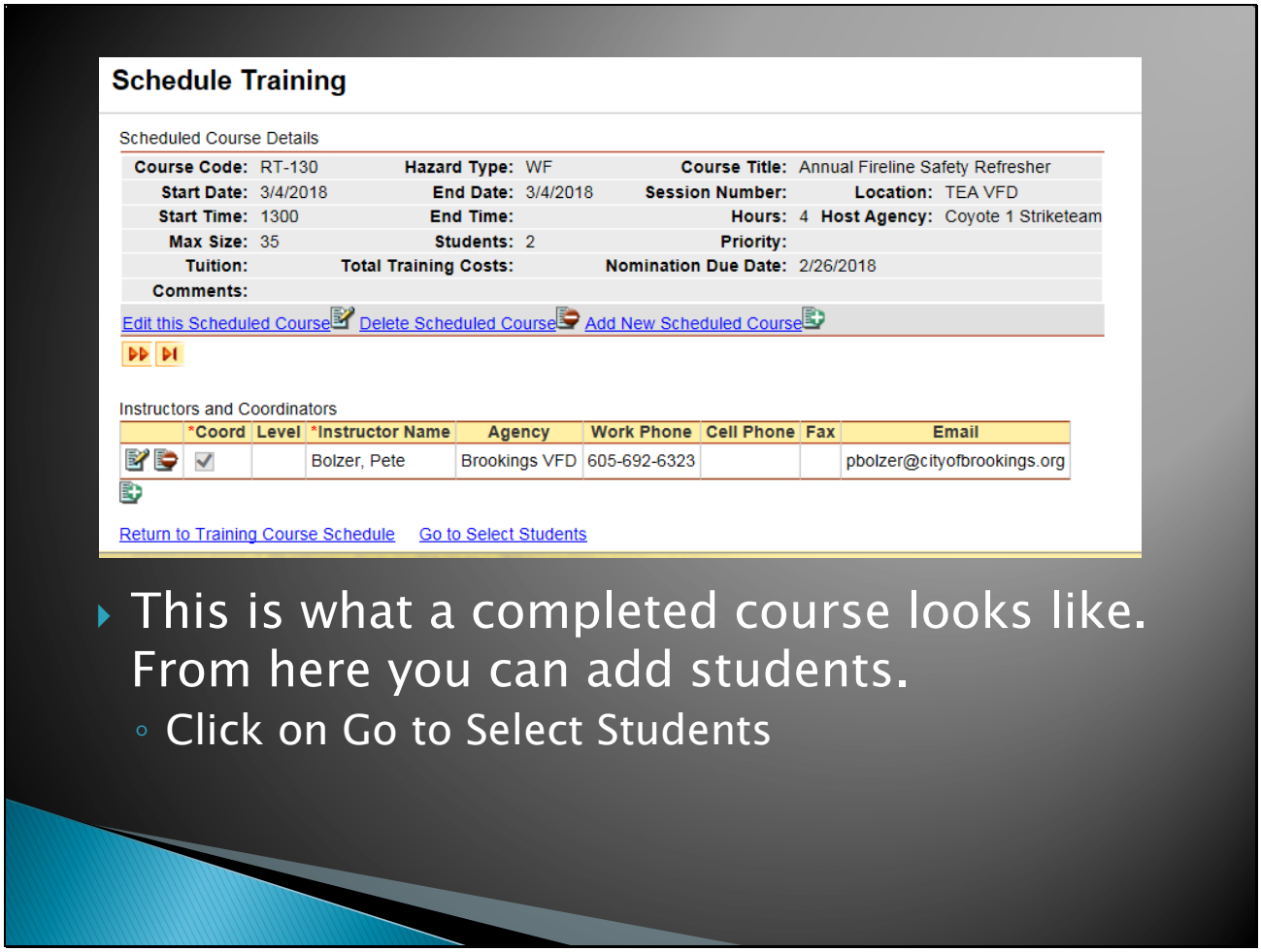
	Code	Hzd	Course Title	Session	Start	End	Location	Max	#	Pr'y	Select	Post
	RT-130	WF	Annual Fireline Safety Refresher		3/4/2018	3/4/2018	TEA VFD	35	2		Students	Results
	S-219	WF	Firing Operations		3/3/2018	3/4/2018	TEA VFD	24	3		Students	Results
	S-270	WF	Basic Air Operations		3/3/2018	3/4/2018	TEA VFD	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 Trainng 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.

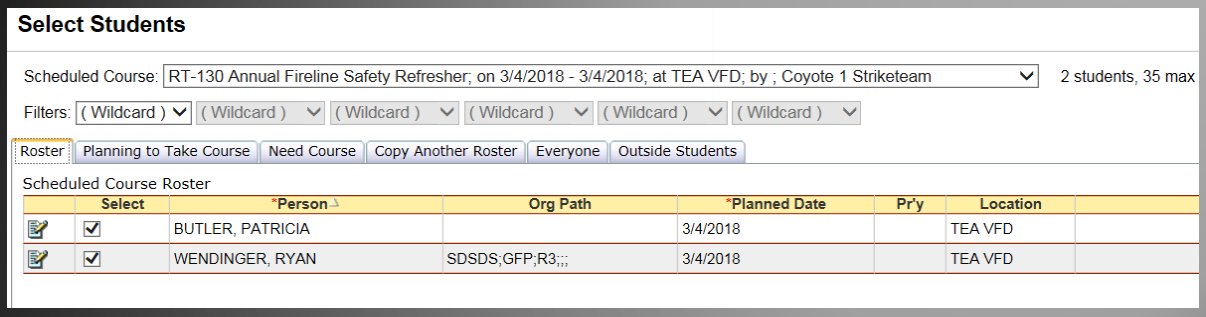


If your location/host agency/instructor is not in there, let the Training and Aviation Program Manager know and it can be added.

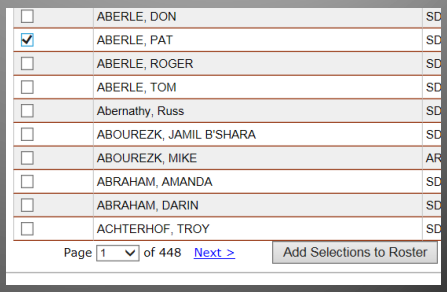


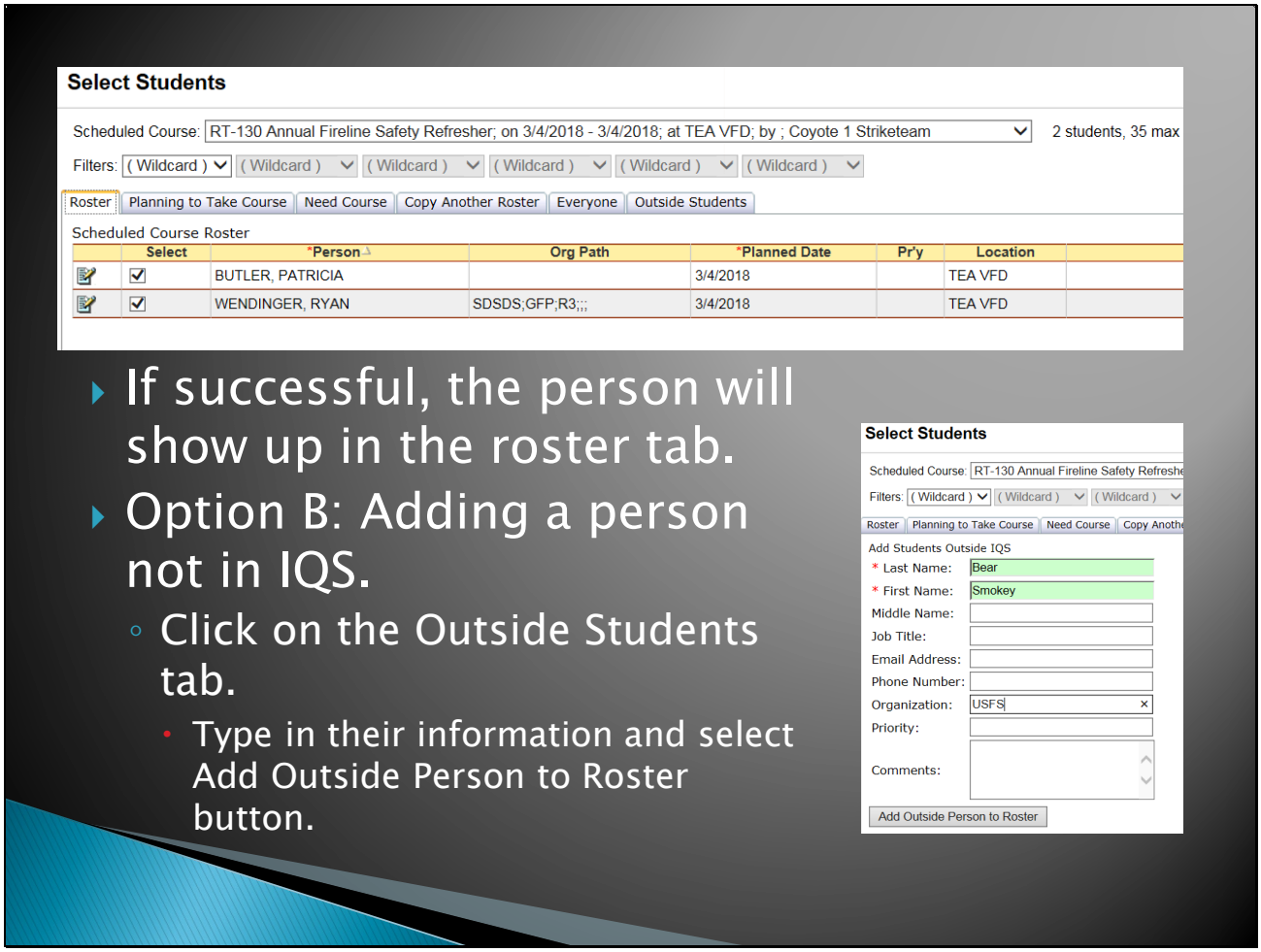
- This is what a completed course looks like. From here you can add students.
  - Click on Go to Select Students

Selecting Students



- 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.

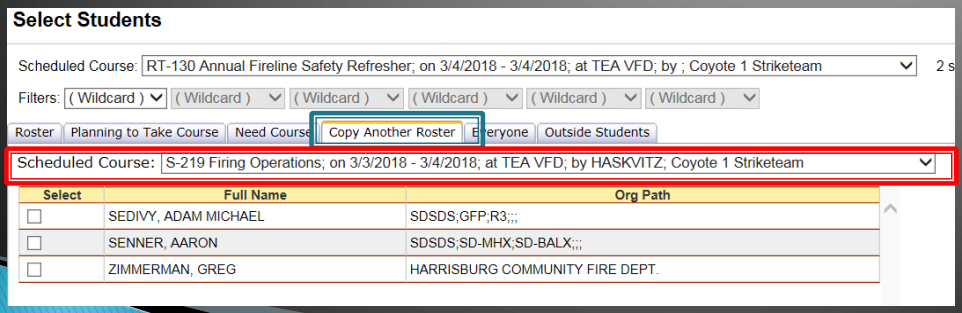




- If successful, the person will show up in the roster tab.
- Option B: Adding a person not in IQS.
  - Click on the Outside Students tab.
    - Type in their information and select Add Outside Person to Roster button.

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.



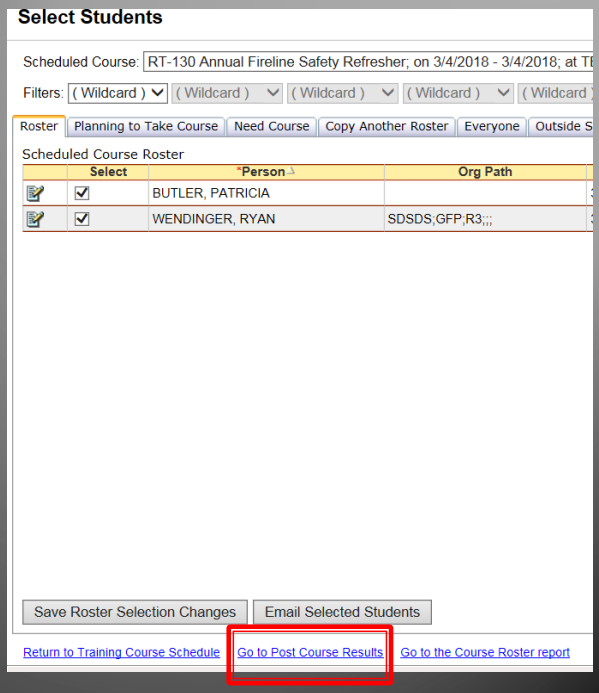
Copying Another Roster

- 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.

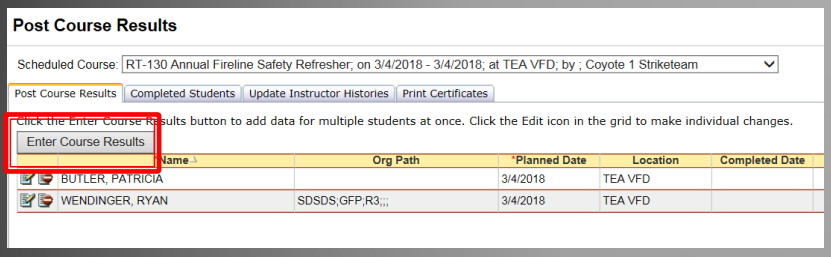
Training Tab

POST COURSE RESULTS

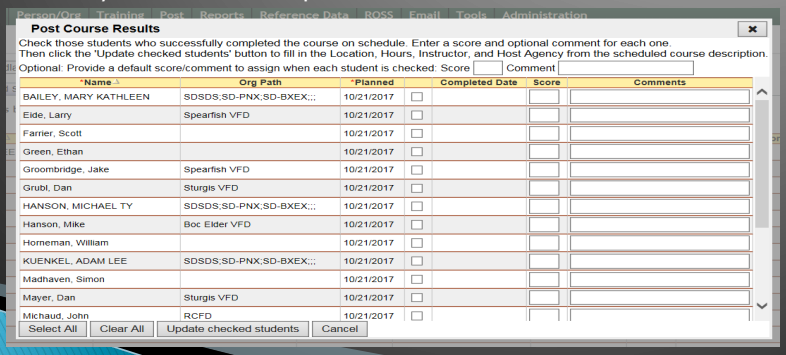
- This allows personnel training records to automatically be updated by IQS as classes are attended.
- To do this, select Go to Post Course Results from the Students page.



Post Course Results



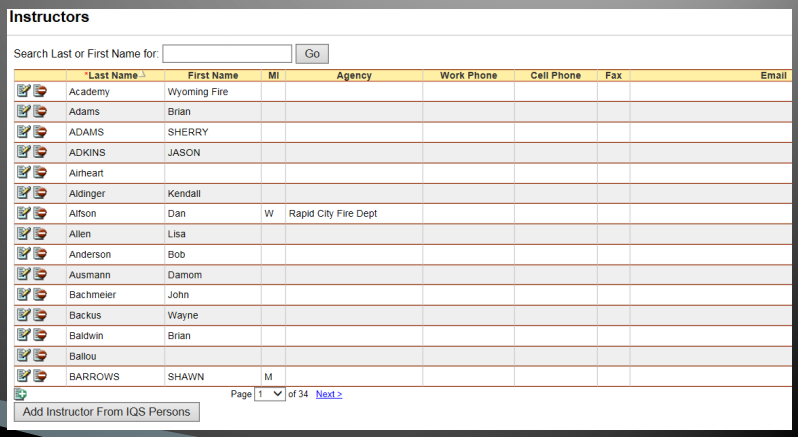
- From here select Enter Course Results.
  - Reminder – this cannot be done until the course is complete.
- Select all to check all students and click Update Checked Students. This will mark them all complete and push it to their profiles.
  - Do not check anyone who did not pass.



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!



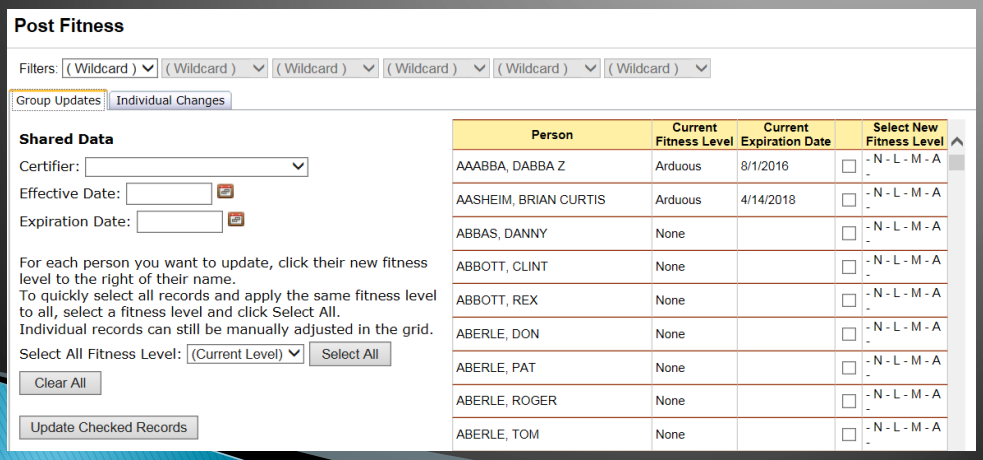
Training Tab

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.

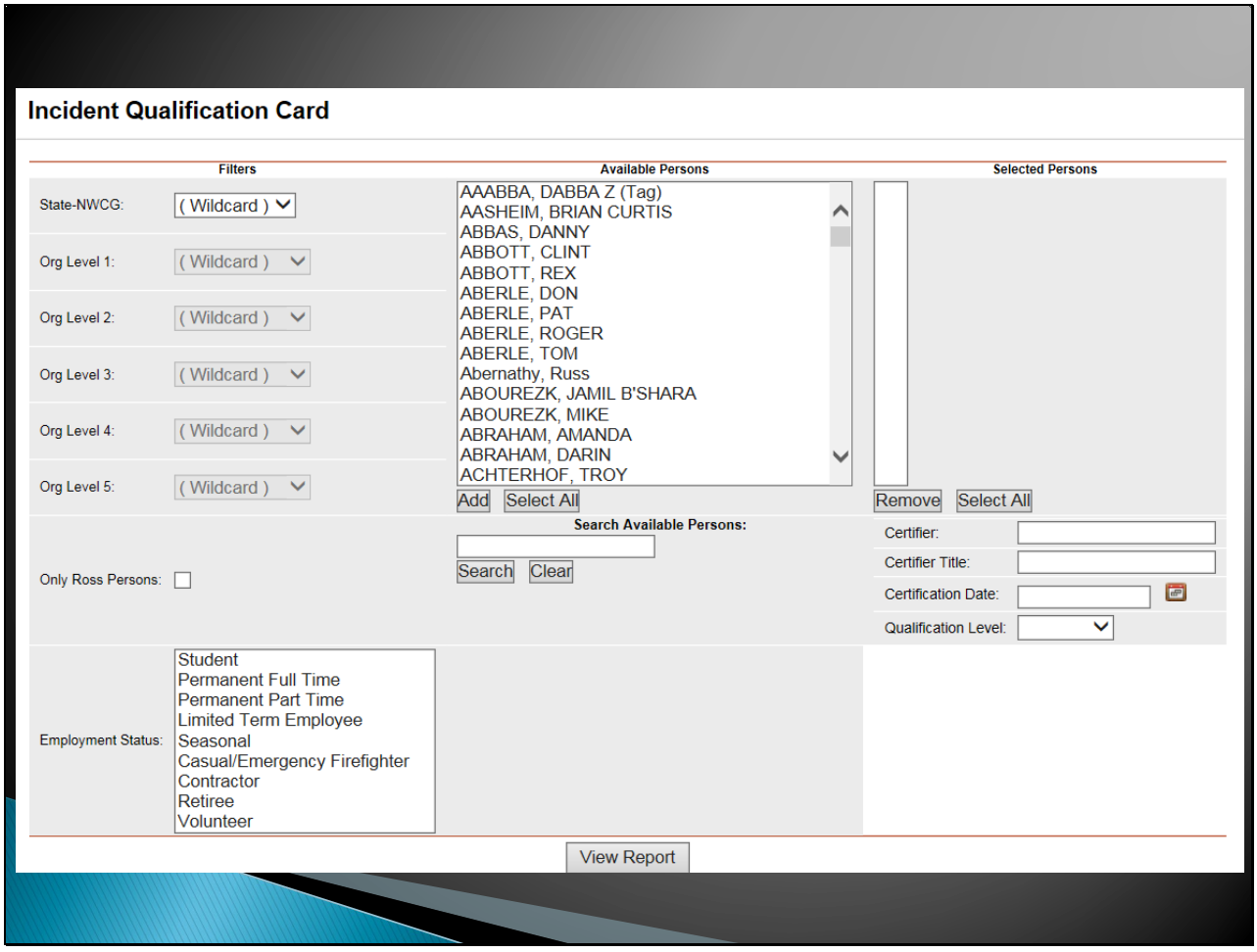


Reports

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

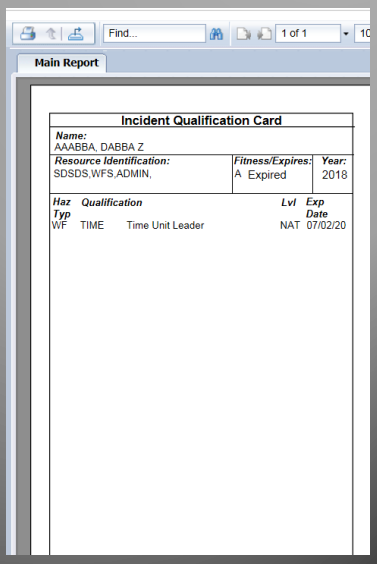
Printing Red Cards

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)
Org Level 1:
(Wildcard)
Org Level 2:
(Wildcard)
Org Level 3:
(Wildcard)
Org Level 4:
(Wildcard)
Org Level 5:
(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
Add
Select All
Remove
Select All
Search Available Persons:
Search
Clear
Only Ross Persons:
Certifier:
Certifier Title:
Certification Date:
Qualification Level:
Employment Status:
Student
Permanent Full Time
Permanent Part Time
Limited Term Employee
Seasonal
Casual/Emergency Firefighter
Contractor
Retiree
Volunteer
View Report

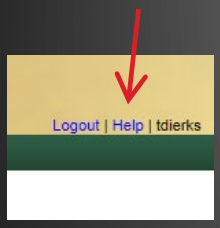
Printing Red Cards

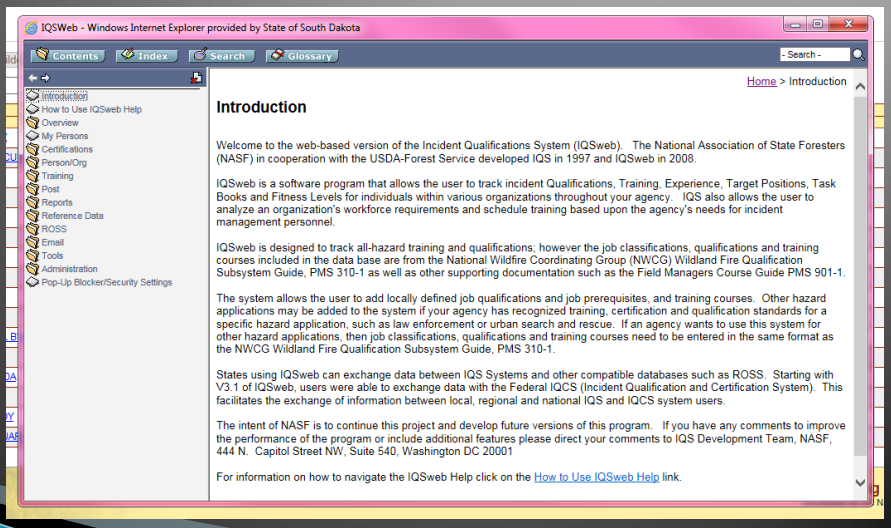
1. Double check that their red card is correct.
   - Do all quals show?
   - Is their pack test current?
2. If correct, select the export button to save as a PDF and print.
3. Sign cards and disperse to firefighters.



Help Page

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



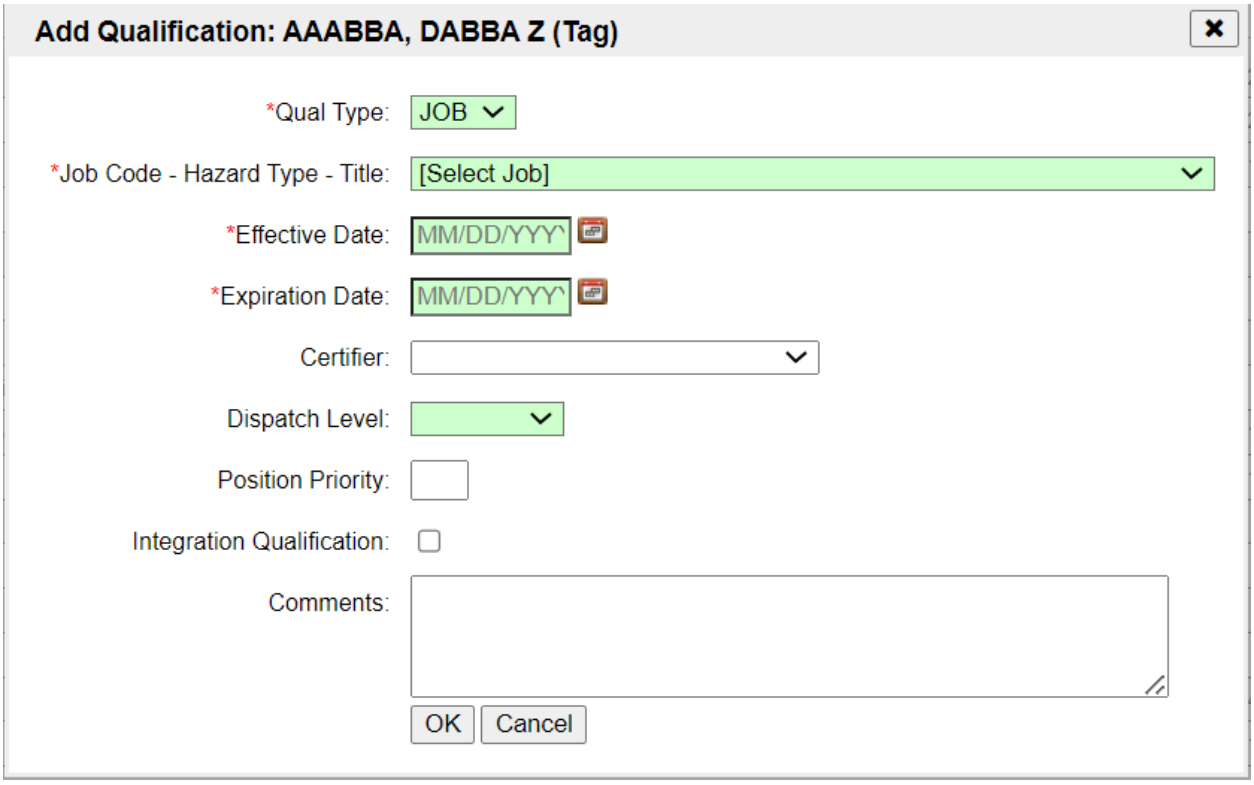


If you have any issues or need help with IQS do not hesitate to give the Training and Aviation Program Manager a call at 605.393.4229 or email at tamara.dierks@state.sd.us!

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:



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	