Importing IQS data into ROSS

This chapter explains how to import IQS data into ROSS. Topics include:

- Obtaining IQS data
- Using the ROSS import process.

There are two types of data imported into ROSS:

• **IQCS (Incident Qualifications and Certification System) data.** IQCS data originates from federal agencies and identifies federal employees and their incident qualifications.



This chapter explains how to import IQS data only. Use the Qualification Interface and the Resource Clearinghouse to import IQCS data. For more information access the ROSS Main Page from your browser, and then click "Release Notices" along the left side of the page

• **IQS (Incident Qualification System) data.** IQS data originates from state agencies and identifies state employees and their incident qualifications.

Obtaining IQS data

This section explains how to create an IQS export file.

For more information about downloading the IQS program to your personal computer, start your Internet browser, type **http://www.vdatasys.com/iqs/download/iqs/** in the **Address box**, and then follow the instructions.

To create an export file for ROSS by choosing individual persons from your IQS database



1

Start IQS.

2 On the **Options** menu, point to **System Administration**, and then click to select **Export for ROSS**.

🤓 Ir	ncident Qualifica	ation System					
File	Options Help						
		pplication Database eports Database t her User			<u>C</u> er	tifications	
	Change Passv	vord			<u>P</u> e	rson/Org	
	 Sounds System Admin 	istration 🕨	Users and Groups		I	raining	
			Organization Level Access.		Po	st F <u>i</u> tness	
			Import Export Export Individual		Post	<u>E</u> xperienc	æ
			Export for ROSS		E	<u>R</u> eports	
			Delete Individuals		Refe	rence <u>D</u> at	a
			Delete Individuals By Org				and the factor
	POREST SCRUDE	All Risk Trai	Compact		ion T		
	THE MICH MINING	All RISK IT di	Preferences			001	
Wel	come to IQS			v	DBU	01/05/07	10:49 am

3 On the **Export IQS for ROSS** dialog box, click the **Individual Selections** button.

, Export IQS for ROSS			
Persons Selection	on - by Individ	uals or Organizatio	ns
Individual Selecti	ons	Organization Selections	
	Exit		

4 On the **IQS Select People Individually** dialog box, double-click to select the **Selected** check box next to every **Name** you want to include in your export file.

To choose several **Names** at one time, click to highlight the first row of your choice, press SHIFT, and then click to highlight the last row of your choice. To clear a **Selected** check box, double-click that check box again.

- 5 In the Enter the Dispatch Organization for this Export box, type a **ROSS-valid dispatch organization** for the individuals in this export file.
- 6 In the Enter the Providing Organization for this Export box, type the **ROSS-valid providing organization** for the individuals in this export file.
- 7 Under Export Cert. Options, click to select one or more check boxes to identify which certification level(s) to export

- 8 Under Upload Options, click to select one of the following
 - **Replace** All, to replace all individuals belonging to this providing organization by those in this export file
 - **Update**, to update new data from this export file for those individuals belonging to this providing organization.
- **9** When finished, click the **Export** button, and then **save** the export file to a location of your choice.

The following diagram shows the IQS Select People Individually dialog box.

IQS S	Select F	People Individ	ually					_ 🗆 🗵
	Select F	People Individ		Person ID		Type in name wanted Image: Second S	1	Help Enter the Dispatch Organization for this Export: Enter the Providing Organization for this
							E	Export port Cert. Options National State Region Agency
								Upload Options C Replace All C Update Export Cancel

To search for a specific person in your IQS database

- 1 On the **IQS Select People Individually** dialog box in the **Type in name** wanted box, type the first several characters of the person's **Name**.
- 2 On the list that displays, click to select the person's Name of your choice.

To create an export file for ROSS to export all individuals from within an organization

- 1 On the **Options** menu, point to **System Administration**, and then click to select **Export for ROSS**.
- Organization Selections 2 On the Export IQS for ROSS dialog box, click the Organization Selections button.

- 3 On the **Export IQS for ROSS** dialog box, click the following drop-down arrows and select the combination of State-NWCG agency and organization level IDs to create the desired list of individuals for export to ROSS
 - State-NWCG
 - Org Level 1
 - Org Level 2
 - Org Level 3
 - Org Level 4.

You can use **placeholder** and **wildcard** values to include only individuals at a certain org level, or all individuals below a certain org level. For more information, refer to your IQS documentation.

- 4 In the Enter the Providing Organization for this Export box, type the ROSS-valid providing organization for the individuals in this export file.
- 5 Under Export Cert. Options, click to select one or more check boxes to identify which certification level(s) to export
- 6 Under Upload Options, click to select one of the following
 - **Replace All**, to replace all individuals belonging to this providing organization by those in this export file
 - **Update**, to update new data from this export file for those individuals belonging to this providing organization.
- 7 When finished, click the **Export** button, and then **save** the export file to a location of your choice.

The following diagram shows a sample Export IQS for ROSS dialog box.

🛢 Export IQS for ROSS		_ 🗆 🗵
Select the organization to be exported	Unselect any individuals that you do not want to include in the export	Help
State-NWCG: Org Level 1: Org Level 2: Org Level 3: Org Level 4:		Help Enter the Dispatch Organization for this Export: Enter the Providing Organization for this Export: Export Cert. Options Valional State Region Agency Upload Options C Replace All C Update
		, oppose

Using the ROSS import process

This section explains how to access the Import screen to import an IQS export file into ROSS and schedule the import process.

To access the Import screen

- 1 Start ROSS.
- 2 On the Administration menu, click Import.

Import screen

≜ Resource Ordering and Sta	tus System (ROSS) - **** !	ESS PREPROD v2.	7.0.22 ***			
File Administration Resour	ce Incident Request T					
		OF REQ	IR			RS TL RE ! Ø
Import					Erin McCormick @	ONC-NCC R ? X
Import						
File to Import			-	Uploa	id File	
Begin Import Date/Time *				Schedul	e Import	
Send E-Mail on Execution	I			Impor	t Now	
Job Description	Import for NC-NCC resou	rces				
	,					
Job Description		Start Time	Status	User Name	Email Notification	View Logs
Job Description		Start Time	Status	USEI Name		U
						View Job Details
						Cancel Job
						Cancer Job
						<u>)</u>]

To upload the IQS export file from your personal computer into ROSS

Upload File

1

On the **Import** screen, click the **Upload File** button.

2 On the Select Import File for Upload dialog box, navigate to the .xml file of your choice, and then click Open.

Select Import File for Upload
Look in: 🚺 Desktop 💽 🗢 🕋 📸 🕇
My Documents
Reg My Computer
🕰 My Network Places
essentials_USB_v2
🗀 notes
iqs_NCNCC_09-05-2007_NCNC5.xml
File name: iqs_NCNCC_09-05-2007_NCNCS.xml Open
Files of type: All Files (*.*)

3 Click the **File to Import** drop-down arrow, and then click to select the **.xml file** that you imported in step 2.

🚔 Resource Ordering and Sta	atus System (ROSS) - *** NESS PREPROD v2.7.0.22 ***		
File Administration Resou	rce Incident Request Travel Status Window Help		
		PR 🔫 MP	RS TL RE ! Ø
 Import		Erin McCormick @	ONC-NCC R ? X
Impect			
File to Import	iqs_NCNCC_09-05-2007_NCNCS.xml	Upload File	
Begin Import Date/Time *		Schedule Import	
Begin import Date/Time	iqs_NCNCC_09-05-2007_NCNCS.xml		
Send E-Mail on Execution	· · ·	Import Now	ľ
Job Dependention	Import for NC-NCC resources		
Job Description			

Scheduling the import

This section explains how to specify when to run the import process. Choose a date and time preferably at night, when system processing requirements are at a minimum.

To schedule the import

1 On the **Import** screen, upload the **.xml file** of your choice.

2 Click the **Select Date** button, and then select the **time** and **date** for the scheduled import to run, and then click **OK**.

Set Dates 🔀									
					20			:45	
Su	Mo	Tu	We	Th	Fr	Sa	Hour		
						1			
2	3	4	5	6	7	8	Minute		
9	10	11	12	13	14	15	<u> </u>		
16	17	18	19	20	21	22			
23	24	25	26	27	28	29			
30							Clear	OK	
•							Undo	Cancel	

- 3 In the Send E-Mail on Execution box, type the email address of your choice, as appropriate.
- 4 In the **Job Description** box, type a meaningful description of the import to be performed.
- Schedule Import 5 When finished completing all boxes, click the Schedule Import button.

The following diagram shows a completed Import screen.

Resource Ordering and Sta						<u>_</u> D×
File Administration Resour	ce Incident Request Trave	el Status Wind				MP RS TL RE ! Ø
Import			IR			MP RS TL RE ! Ø mick@NC-NCC R ? X
import					Ennineco	THE WICHCE IN THE
Import						
File to Import	iqs_NCNCC_09-05-2007_NC	NC8.xml	-	Uploa	d File	
Begin Import Date/Time *	09/06/2007 07:45			Schedule	e Import	
Send E-Mail on Execution	emccormick02@fs fed us			Import	1 Now	
Job Description	Import for NC-NCC resources					
		0				
Job Description		Start Time	Status	User Name	Email Notification	View Logs
						View Job Details
						Cancel Job
						n
						and the second s

The import program may take several minutes to complete. If you scheduled the import program to run immediately, click the **Refresh Screen** button after a few moments. When the Import screen redisplays, the import process has finished.

When you schedule the import, the calendar reflects Mountain Standard Time.

To import the file now

- 1 On the **Import** screen, upload the **.xml file** of your choice.
- 2 In the Send E-Mail on Execution box, type the email address of your choice, as appropriate.
- **3** In the **Job Description** box, type a meaningful description of the import to be performed.

```
Import Now 4 When finished completing all boxes, click the Import Now button.
```

Viewing errors and error messages

This section explains how to view the logs and job details of the import process and lists some of the error messages that may display.

To view the log of an import process

• On the **Import** screen, click to select the **Job Description** of your choice, and then click the **View Logs** button.

The following diagram shows the View Logs dialog box.

Error No No No No	Message	Last Name Litke	First Name David	Middle Initial		Jet Port		Canc
No No			David					
No				W	NCNCC		<u> </u>	
		Singh	Theresa		NCNCC			
		Shaffer	Dave	Т	NCNCC			
NO		Fisk	Gary		NCNCC			
No		Pearson	David		NCNCC			
No		Bottomley	Timothy	A	NCNCC			
No		Mares	Patricia	м	NCNCC			
No		Barron	Donna		NCNCC			
rror Mes							-	

To view job details of an import process

• On the **Import** screen, click to select the **Job Description** of your choice, and then click the **View Job Details** button.

The following diagram shows a sample view job details dialog box.

<u>پ</u>				X
Description	Import for NC-NCC resources	User Name	EMCCORMICK04	OK
Job Status	Completed	Email Notification	emccormick02@fs.fed.us	Cancel
Start Time	09/06/2007 09:45:30 EST	Job Size	1KB	
Job Parameters	USER_SYSTEM_NAME=ROSS	Completed Time	09/06/2007 09:45:41	
	ORG_UNIT_CODE=NC-NCC CURRENT_USER_NAME=Erin McCormick ▼	Results	Job completed without import file discrepancies	

To cancel an import

- 1 On the **Import** screen, click to select the **Job Description** of your choice, and then click the **Cancel Job** button.
- 2 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.