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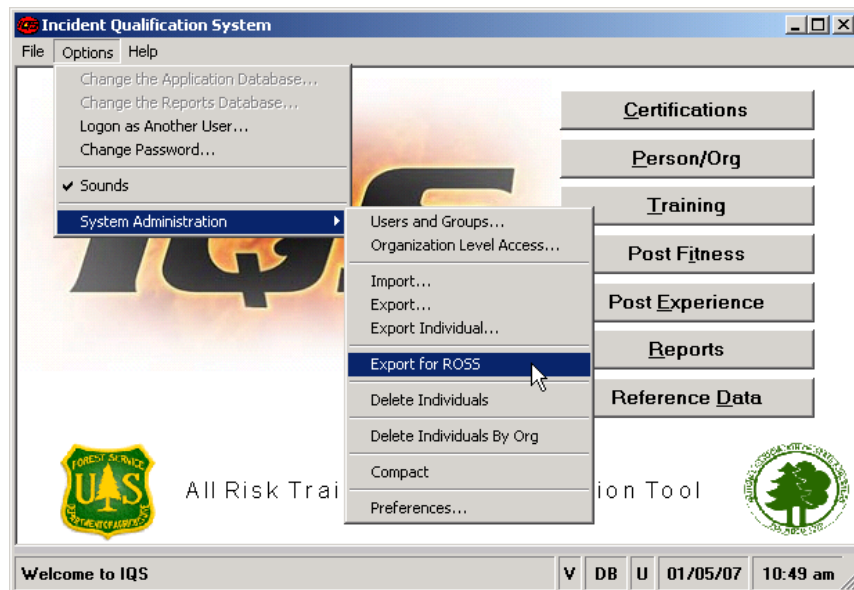
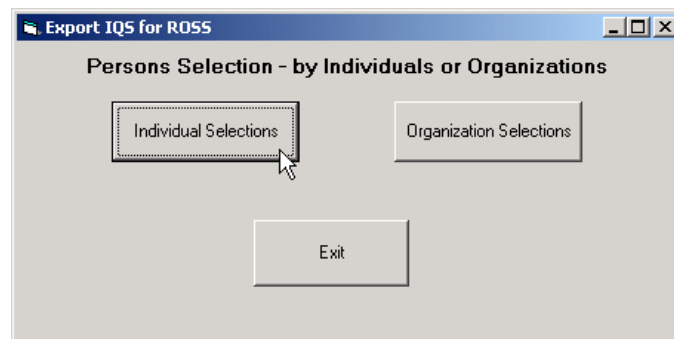**To create an export file for ROSS by choosing individual persons from your IQS database**

1   Start **IQS**.

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

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

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.
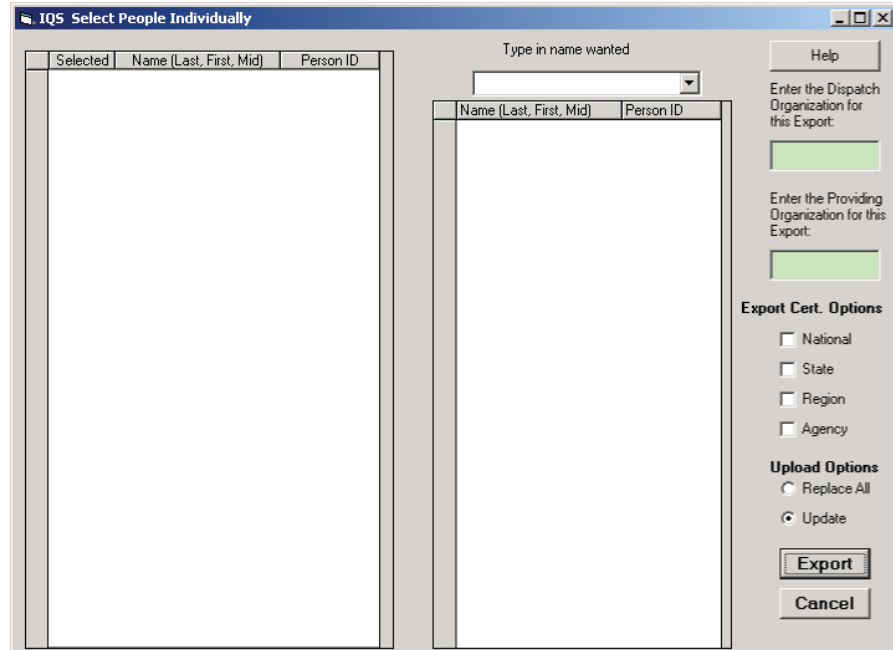
To search for a specific person in your IQS database

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**.

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.
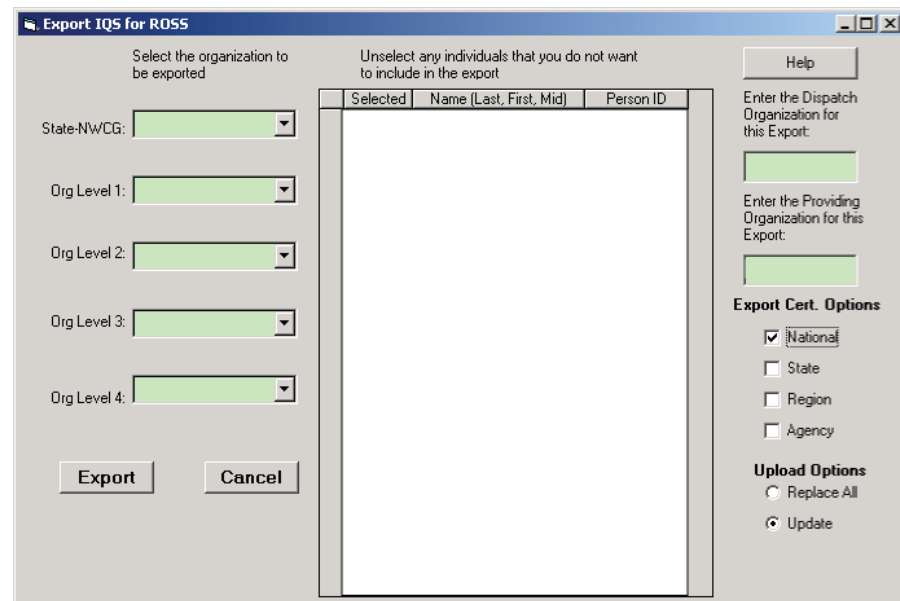
Using the ROSS import process

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**.

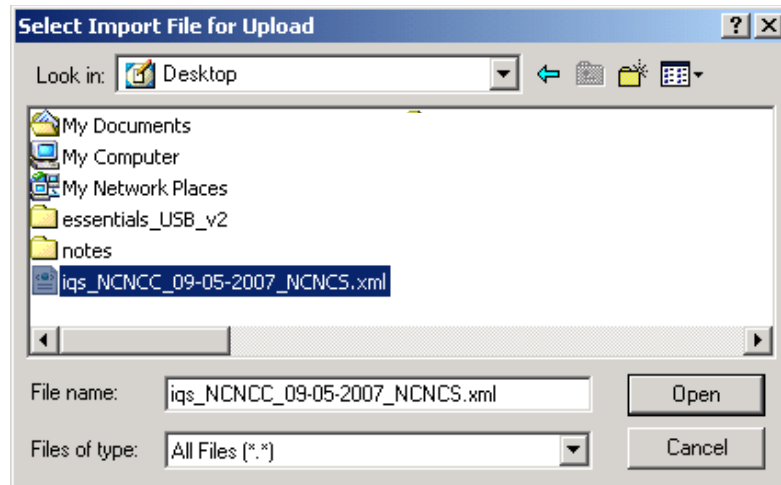**2** On the **Administration** menu, click **Import**.

Import screen

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

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**.

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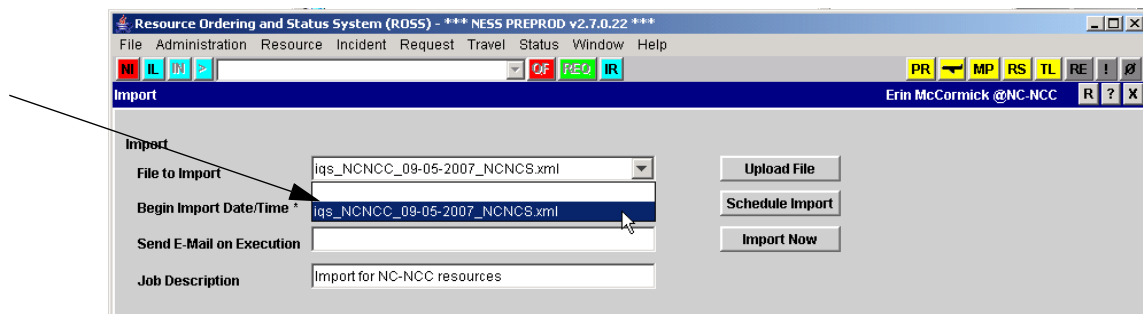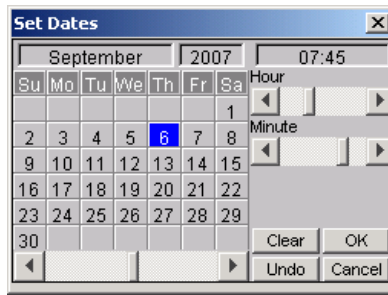

Scheduling the import

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**.
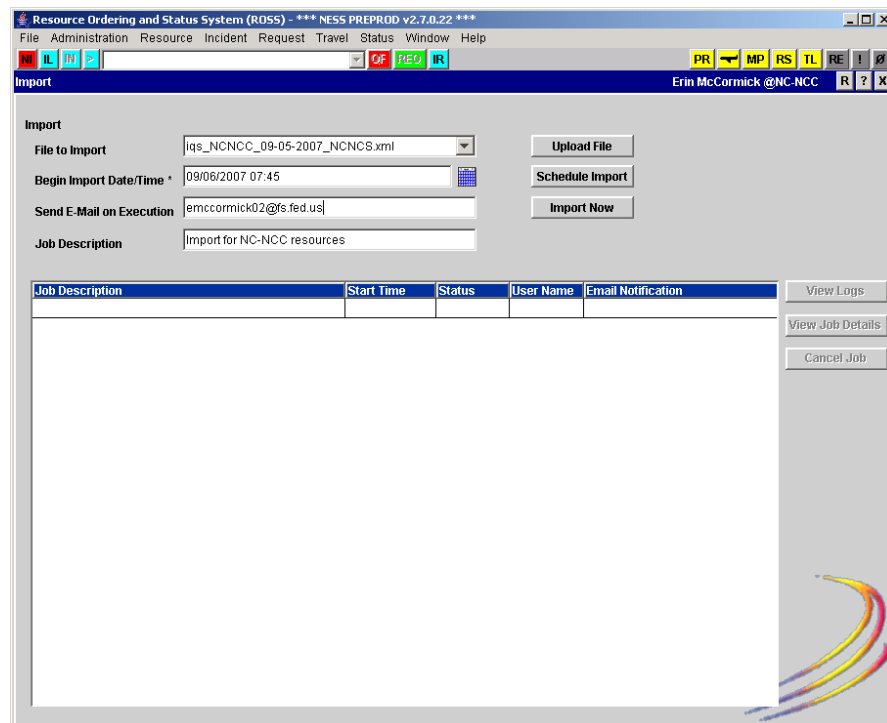

3   In the **Send E-Mail on Execution** box, type the **email address** of your choice, as appropriate.

4   In the **Job Description** box, type a meaningful description of the import to be performed.

5   When finished completing all boxes, click the **Schedule Import** button.

The following diagram shows a completed Import screen.

*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.

**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.

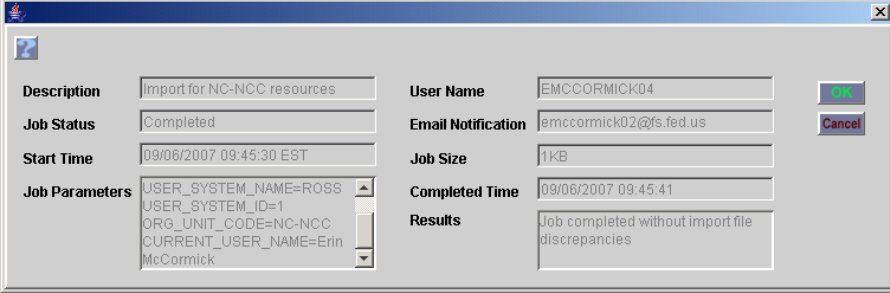The following diagram shows the View Logs dialog box.
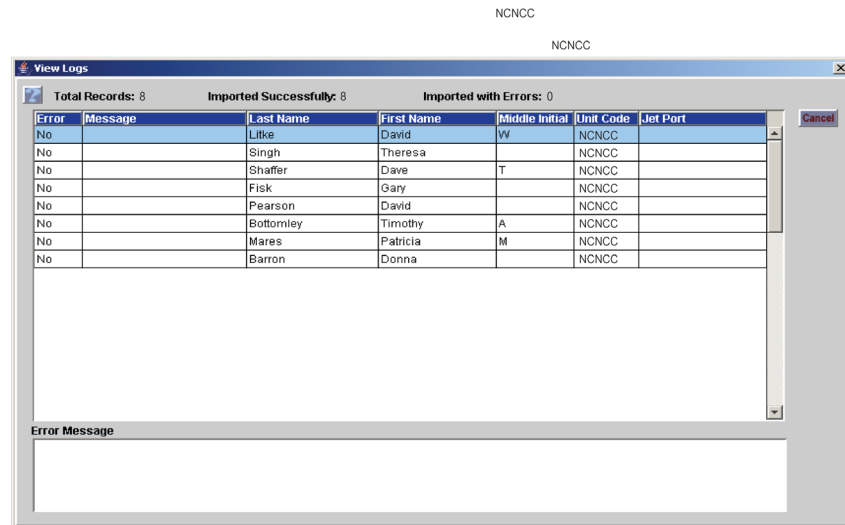
To view job details of an import process

•   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.

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.