



IQCS User Guide

MODULE 4: REPORTS

OVERVIEW

Welcome to the Reports module. In this module, we will discuss the various reports that are available to run within the Incident Qualifications and Certification System (IQCS). This includes using Run Controls, viewing and printing, navigation and report descriptions.

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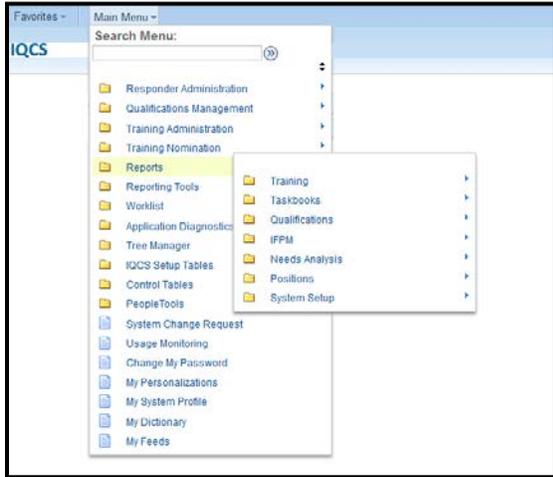
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REPORTS IN IQCS



IQCS has a built-in reporting functionality that allows you to produce electronic and hard-copy reports.

The reports contain specific data based on the parameters that you pass into the system when running the report. The reports available to you vary based on your user role.

REPORT INDEX BY ROLE

The types of reports you can run are limited to your user role. IQCS is set up this way to allow users to only run reports that are required for their jobs. This helps maintain the security of the information found in IQCS.

You can see a rundown of what reports are available to each role by referring to the [Page Access by IQCS Role](#) article on the [User Accounts](#) page on the [IQCS website](#).

RUN CONTROLS

If you want to run a report in IQCS, you will first have to create a Run Control ID. The Run Control ID is a mini-application that tells the system what data or parameters to look for. The content of each report is determined by the parameters that you set up in the Run Control ID.

Run Control IDs are saved under your user name and therefore are not accessible to other users. You may edit the parameters of a Run Control, but once one is created, you cannot delete it. You can use the same Run Control ID for every report of the same type.

INSTRUCTIONS – CREATING/USING RUN CONTROLS

1. Navigate to the report you wish to run.
 - Once you have set up one or more Run Controls, they will always be available to you when you run any report. Simply click on the **Search button** to see your available Run Control IDs.

The screenshot shows a web interface for an 'Employee List' report. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a 'Search Criteria' dropdown menu. The search criteria is set to 'Run Control ID begins with' followed by an empty text input field. There is a 'Case Sensitive' checkbox which is unchecked. Below the search options are 'Search' and 'Advanced Search' buttons. The 'Search Results' section shows a table with 3 results, all with 'English' as the language code. The table has columns for 'Run Control ID' and 'Language Code'.

Run Control ID	Language Code
1	English
2	English
3	English

- If you have no Run Controls, proceed to step 2.
2. Select the **Add a New Value** tab.
 3. Select the **Run Control ID** field and type in the name you want to give the new Run Control.
 - This will be the Run Control ID you will be asked for from now on.
 - The name can be any combination of letters or numbers; it **CANNOT CONTAIN SPACES OR SPECIAL CHARACTERS**.
 - The name can be as simple as '1'.
 4. Click the **Add** button. The report screen will appear, with one or more fields where you need to specify the search criteria to use for the report.
 5. Set the parameters for the report you wish to run.
 6. Click the **Save** button.

MULTIPLE RUN CONTROLS

While you can use the same Run Control for each type of report, you may want to set up a few different Run Controls if you have more than one Organization Code for which you maintain incident qualifications.

You can save a Run Control ID as a generic name and edit the parameters each time you run a report. Alternatively, you can save multiple, specifically named Run Control IDs and use each one for a unique purpose. For example, you could create a specific Run Control ID that identifies a group of employee IDs that are often used together.

Keep in mind that if you plan to queue up multiple reports, you will need to use unique Run Control IDs. Each report will need to have a status of Success and distribution status of Posted before you can re-use the Run Control ID associated with that report.

Now you will go through a series of demonstrations for the process of creating a new Run Control ID, selecting the proper parameters for your report, and viewing and printing a report.

RUNNING A REPORT

Prior to running any report in IQCS, you must create a [Run Control ID](#). The Run Control ID is a mini-application that tells the system what data or parameters to look for. It is much like a file name for a word processing document. The content of each report is determined by the parameters that you set up in the Run Control ID.

INSTRUCTIONS – RUNNING A REPORT

1. Navigate to Reports and select report you wish to run.
2. The first screen is the Run Control Search Page, used to recall previously saved Run Control IDs or add new Run Control IDs.
 - A [Run Control ID](#) is used to identify report parameters. It is much like a file name for a word processing document. The parameters determine the content of that specific report. A Run Control ID is reusable for all reports of the same type.
 - A [Run Control ID](#) can be saved as a generic name where you may edit the parameters to fit each report, or as a specific name with parameters that identify desired information, such as a group of employee IDs that are often used together.
 - A new [Run Control ID](#) can be developed by clicking on the **Add a New Value** tab at the top of the search page.
3. You may also leave the Run Control ID field blank and click the **Search** button for a list of available run controls you have created.
4. Once a Run Control ID is created or chosen, the system will return the run control (parameters) page for the report.
5. On the run control page, enter the data parameters. The parameters define or limit what data will be in the report.
 - You will, however, be limited to seeing only the data related to your role and permissions.
6. Once the parameters have been specified, click the **Run** button. This will initiate a request to run the report.
7. The system will return the Process Scheduler Request page shown below. Verify the Server Name is **PSNT** and the Type and Format of the report being run are **Web**, **PDF** or **CSV**. The format of CSV will return a Comma Separated Values report that can be imported into in a spreadsheet. The data can then be modified and saved in your work documents in spreadsheet format.
8. Click the **OK** button to initiate processing of the report and you will be returned to the Run Control Page.
9. There are two ways to retrieve your report once you have chosen to run it. They are both accessed on the original Run Control page. The links are [Report Manager](#) and [Process Monitor](#).

METHODS FOR VIEWING COMPLETED REPORTS

Once you have chosen to run a report, you have three methods to view and print the report. The two recommended methods available are:

- Using the [Reports Pagelet](#) on your IQCS home page. Instructions are found in [Module 02, Navigating the IQCS](#).

Report Name	Report Description	Folder Name	Creation Date And Time
IQRP028	Responder Master Record (C028)	GENERAL	11/03/2016 11:49 MDT
IQRP011	Licenses & Certificates (C011)	GENERAL	11/03/2016 11:11 MDT

- Using the [Report Manager](#) launched from the Run Control page.

Responder List Rpt C-003

Run Control ID 1

[Report Manager](#) Process Monitor Run

Employee List Report Parameters

Run By: Agency Org ID Unit ID

Save Return to Search Notify Add Update/Display

- Using Process Monitor processes launched from the Run Control page.

Qualified Responders

Run Control ID 1

Report Manager [Process Monitor](#) Run

Report Parameters

Run By: Agency Org Code Unit ID

The recommended way to access a completed report is using the Report List pagelet on your user homepage or the Report Manager link from the report Parameter page.

INSTRUCTIONS - REPORT PAGELETS

The recommended way to access a completed report is using the Report List pagelet on your user homepage or the Report Manager link from the report Parameter page.

Report Pagelets

Once the report is finished and the report status is **Posted** the report will be displayed show on your pagelet. Simply select the Report Name hyperlink and the report details page will open in a new window.

You may need to select further options to customize your Report List Pagelet by selecting the Gear drop down in the upper right-hand corner of the pagelet.

The **Report Manager** link is also available on both the Report List and My Report pagelets.

INSTRUCTIONS - REPORT MANAGER

The recommended way to access a completed report is using the Report List pagelet on your user homepage or the Report Manager link from the report Parameter page.

1. After running a report, select the **Report Manager** link.
2. Select the **Refresh** button until the status reads **Posted**.
 - The status of **N/A** means the report has not yet run on the server and is sitting in a queue waiting its turn.
 - The status of **Processing** means the data you requested is being queried.
 - The status of **Posted** means the report has finished processing and is now posted and available for viewing.
3. Select the report name link to open the report. From there you can print a hard copy.

INSTRUCTIONS - PROCESS MONITOR

Another way you can view your reports is to access the Process Monitor from the Run Control page.

1. After running a report, select the **Process Monitor** link.
2. At the Process Monitor page, all the reports for the user will be displayed. The Run Status shows the status of the Report.
3. Clicking the **Refresh** button will tell the system to update the status displayed on your screen. Once the **Run Status** says Success **and** the **Distribution Status** changes to Posted, the report is done and ready to view.
4. To view the report, click on the **Details** hyperlink. This hyperlink will take you to the Process Detail page.
5. On the process detail page, click on the **View Log/Trace** hyperlink

From the View Log Trace page, click on the name of your report. Once the report is open, it can be saved to your computer or printed.

REPORT CHECKLIST

The checklist below is to use for reference when running reports, except where noted, in the IQCS system. Referring to this checklist will help guide you through the report process.

Report Checklist

- Navigate to the Report**
- Run Control** – Search or if you have never created a Run Control then [Add a New Value](#)
- Specify Parameters** and Values for Report
- Click Save**
- Click Run**
- Server Name = PSNT**
- Type = Web. Format = PDF or CSV** (if you want a spreadsheet)
- Click **OK** to Return to the Parameters page
- To view report
 - Click on the [Report Manager](#) link
 - Click **Refresh** button occasionally until the report is Posted
 - Click on the **Description** hyperlink to open report.
 - Click the **Home** link (top right corner of page)
 - Report will post to your reports [pagelet](#) upon completion.
 - Click on the **Report Name** hyperlink to open report.

REQUESTING AD HOC REPORTS

IQCS has a robust reports capability. A comprehensive list of reports is available to choose from which should limit the need for ad-hoc reports.

If a specific report is required that is not currently available from IQCS, it can be requested via the submission of an IQCS Help Ticket. If authorization for data pull is needed from an Agency Representative, the ticket will first be reassigned to the appropriate agency CMB member.

IQCS REPORTS

Reports in IQCS are organized into seven (7) submenu items: [Training](#), [Taskbooks](#), [Qualifications](#), [IFMP](#), [Needs Analysis](#), [Positions](#) and [System Setup](#). The access to reports and responder data will be dependent on an individual user roles and permissions.

The following pages will briefly explain the reports available in IQCS. Once again, access to reports and responder data will be dependent on an individual user roles and permissions.

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TRAINING (REPORTS > TRAINING)

The training reports in IQCS are organized into four (4) categories.

- **Administrative Reports**
 - [Course Awarded Comps \(C118\)](#)
 - [Course Equivalency \(C119\)](#)
 - [Number of Courses Offered \(C140\)](#)
 - [Training Count \(C106\)](#)
 - [Training Schedule \(C110\)](#)
- **Instructor Reports**
 - [Qualified Instructors \(C144\)](#)
- **Course Session Reports**
 - [Cert of Completion \(C231\)](#)
 - [Course Sign-In Sheet \(C200\)](#)
 - [Name Tags and/or Name Tents \(C210 - C212\)](#)
 - [Training Roster \(C126\)](#)
 - [Session Roster to Excel \(C251\)](#)
- **Responder Training Reports**
 - [Course Taken/Not Taken \(C170\)](#)
 - [Expiring Recurrent Training \(C48\)](#)
 - [Licenses and Certificates \(C11\)](#)
 - [Responder Fitness Expire \(C26\)](#)
 - [Training Assessment \(C401\)](#)

Access to training reports and responder data will be dependent on an individual user roles and permissions.

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ADMINISTRATION REPORTS (REPORTS > TRAINING > ADMIN)

In this section, we cover how to run and interpret the training reports available in the **Reports > Administration** for course management/history.

- [Course Awarded Comps \(C118\)](#)
- [Course Equivalency \(C119\)](#)
- [Number of Courses Offered \(C140\)](#)
- [Training Count \(C106\)](#)
- [Training Schedule \(C110\)](#)
- [Course List \(C402\)](#)

Access to administrative training reports and responder data will be dependent on an individual user roles and permissions.

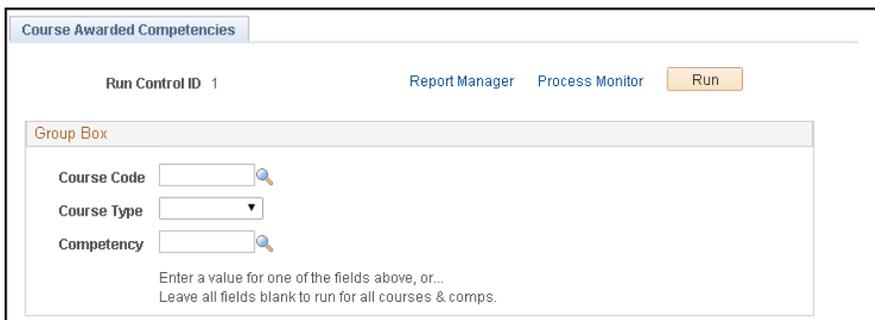
COURSE AWARDED COMPS (C118)

The Course Equivalency Report shows the competency that is awarded to a responder's Competency page when they complete the course. Not all courses award a competency and some courses award more than one competency.

Navigate to **Reports > Training > Admin > Course Awarded Comps (C118)**

- **Parameters:**

- **Course Code.** Enter a course code to return competencies awarded for a specific course. Leave blank to return all courses.
- **Course Type.** Select to return data for a specific course type/curriculum. For example, selecting 'Dispatch' will return all courses that are identified as dispatch courses. Leave blank to return all types.
- **Competency.** Enter a course competency code to return course(s) that awarded a specific competency. Leave blank to return all competencies.



- **Report Content:** Course Number, Course Description, Course Number, Course Description, Competency

Incident Qualification and Certification System Course Equivalency				
Course Number	Course Description	Course Number	Course Description	Comp.
I400	Advanced ICS	ICS400	Advanced ICS	I-400
ICS400	Advanced ICS	H467	H-467 ICS 400 Advanced ICS	I-400
I100	Introduction to ICS	IS100	Introduction to ICS	ICS-100
IS100	Introduction to ICS	ICS100	Introduction to ICS	ICS-100
I200	Basic ICS	ICS200	ICS for Single Resources & IA	ICS-200
ICS200	ICS for Single Resources & IA	IS200	ICS for Single Resources & IA	ICS-200
IS200	ICS for Single Resources & IA	IS-200.B	ICS for Single Resources & IA	ICS-200
G300	Intermediate ICS	L300	Intermediate ICS	ICS-300
L300	Intermediate ICS	E300	Intermediate ICS	ICS-300
I300	Intermediate ICS	ICS300	Intermediate ICS	ICS-300
ICS300	Intermediate ICS	ICS300	Intermediate ICS	ICS-300
G400	ICS-400: Advanced ICS	ICS400	Advanced ICS	ICS-400
ICS400	Advanced ICS	ICS400	Advanced ICS	ICS-400
I400	Advanced ICS	L400	ICS-400: Advanced ICS	ICS-400
L400	ICS-400: Advanced ICS	E400	ICS-400: Advanced ICS	ICS-400

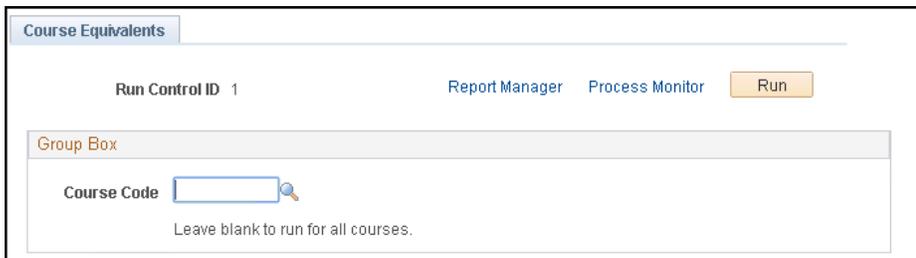
COURSE EQUIVALENCY (C119)

The Course Equivalency Report shows only courses that have been specifically identified in IQCS as being equivalent to courses specified in position criteria in agency manuals and other qualifications guides.

When a responder successfully completes a course they are awarded the competency code for that particular course. The report identifies the course, or course, identified as equivalent.

Navigate to **Reports > Training > Admin > Course Equivalents (C119)**

- **Run By:** Course Code
 - **Course Code.** Enter a course code to return the equivalents specific to that course. Leave blank to return all courses and the identified equivalents.



- **Report Content:** Course (code and title), Equivalent Course

Incident Qualification and Certification System	
Course Equivalents	
<u>Course</u>	<u>Equivalent Course</u>
ICS300 Intermediate ICS	E300 Intermediate ICS
	G300 Intermediate ICS
	I300 Intermediate ICS
	L300 Intermediate ICS

NUMBER OF COURSES OFFERED (C140)

This report allows a manager or analyst to summarize the number of course sessions being, or have been, presented during a specified period and to determine the total number of students attending or have attended.

Navigate to **Reports > Training > Admin > Number of Courses Offered (F140)**

- **Run By:** From Date, Thru Date, Course, Curriculum, Unit ID
 - **From Date.** Identify the from (start) date for report data.
 - **Thru Date.** Identify the thru (end) date for report data.
 - **Course.** Enter a course code to return course sessions offered for a specific course. Leave blank for all.
 - **Curriculum.** Select to return data for a specific course type. For example, selecting 'Dispatch' will return all courses that are identified as dispatch courses.
 - **Unit ID.** Enter a Unit ID to return courses offered for a sponsor unit.

- **Report Content:** Course Number, Course Title, Sponsoring Unit, Sponsoring Title, Times Taught, Number of Students.

Incident Qualification and Certification System						
Number of Courses Offered						
01-JAN-2016 through 31-MAR-2016						
Filters: * None *						
Course Number	Course Title	Sponsoring Unit	Sponsoring Title	Times Taught	Number of Students	
L964	NIMS ICS AH Situation Unit Ldr	GB	Great Basin Geographic Area	1	13	
		*** Total for type: Incident		1	13	
L280	Followership to Leadership	MT-LNF	Lolo National Forest	1	2	
L380	Fireline Leadership	GB	Great Basin Geographic Area	1	29	
L381	Incident Leadership	CO-RMTC	Rocky Mountain Training Center	1	12	
		*** Total for type: Leadership		3	43	
GLFML	Geo-Local Fire Mgt Leadership	CO-RMTC	Rocky Mountain Training Center	1	1	
M581	Fire Program Management	GB	Great Basin Geographic Area	1	40	
		*** Total for type: Management Development		2	41	
RT372	Helicopter Manager Workshop	MT-NRTC	Northern Rockies Training Cent	1	61	
		*** Total for type: Management Development		1	61	

TRAINING COUNT (C106)

This report will show the enrollment status of responders for an identified course. Managers use this report to see how many people in their unit have completed, are enrolled, or have an incomplete for certain course.

Navigate to **Reports > Training > Admin > Training Count (C106)**

- **Run By:** Agency, Org ID or Unit ID
 - **Agency.** Enter a SetID for responder information within a specific agency.
 - **Org ID.** Enter an Org ID for responder information within a specific organization. Will only return responders you have access to.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.

- **Additional Parameters:**
 - **Course Code.** Enter a course code to return enrollment history for a specific course.
 - **From Date.** *Required to pull data, if not entered report will be blank.* Identify the from (start) date for report data.
 - **Thru Date.** *Required to pull data, if not entered report will be blank.* Identify the thru (end) date for report data.
- **Report Content:** Course (Course Code), Unit (Unit ID), EmplID, Name (Responder Name), Date (Date of Status), Status (Enrollment Status), Location City and State

Incident Qualification and Certification System						
Training Count						
01-JAN-2010 thru 03-NOV-2015						
Course	Unit	Emplid	Name	Date	Status	Location City & State
M581	ID-FCR			15-MAR-2010	Stud Cancel	Boise, ID
M581	ID-FCR			01-MAR-2010	Completed	Grand Junction, CO
M581	ID-FCR			15-MAR-2010	Cancel	Boise, ID
M581	ID-FCR			15-MAR-2010	Completed	Boise, ID

TRAINING SCHEDULE (C110)

This report will return data for course session training schedule. The report parameters can be set of a specific date range and/or a specific course. This report will not indicate if the course session is active, completed or cancelled.

Navigate to **Reports > Training > Admin > Training Schedule (C110)**

- **Parameters:**
 - **From Date.** *Required to pull data, if not entered report will be blank.* Indicate the start (begin) date for report data.
 - **Thru Date.** *Required to pull data, if not entered report will be blank.* Indicate the thru (end) date for report data.
 - **Course.** Enter a course code to return course session schedule information for a specific course.
 - **Unit ID.** Enter a Unit ID to return course session schedule information for a sponsor unit.
 - **State.** Enter a state code to return course session schedule information in a specific state.
- **Report Content:** Course Number, Course Description, Sess Nbr (Session Number), Spon Unit (Sponsor Unit), Course Dates, Location City, ST (State), Nomination Due Date, Tuition, Coordinator, Contact Phone (Coordinator Number).

COURSE LIST (C402) - NEW APRIL 2016

This report was designed to be run in the CSV (Excel) format and will return all courses in the IQCS Course table regardless of course status.

Navigate to **Reports > Training > Admin > Course List (C402)**

- **Parameters: No parameters**
- **Report Content:** Course (Code), Title (Course), Status, Course Type, Creation Date, Internal/External, Course (Manager Code) and Manager (Course Manager Title).

	A	B	C	D	E	F	G	H
1	Incident Qualification and Certification System							
2	Course List Rpt							
3	Course	Title	Status	Course Type	Creation Dt	Int/Ext	Course	Management
376	RX300	Prescribed Fire Burn Boss	Inactive	Prescribed Fire	1-Jan-40	Internal		
377	RX300H	RX-300 Instructor Handoff	Inactive	Prescribed Fire	1-Jan-95	Internal		
378	RX301	Prescribed Fire Implementation	Active	Prescribed Fire	19-Sep-07	Internal	NWCGTC	NWCG Training Committee
379	RX310	Introduction to Fire Effects	Active	Prescribed Fire	1-Jan-40	Internal	NWCGTC	NWCG Training Committee
380	RX341	Prescribed Fire Plan Prep	Active	Prescribed Fire	1-Mar-05	Internal	NWCGTC	NWCG Training Committee

INSTRUCTOR REPORTS (REPORTS > TRAINING > INSTRUCTORS)

In this section, we cover how to run and interpret the training reports available in the **Reports > Training** for course instructor management/history.

- [Qualified Instructors \(C144\)](#)

Access to instructor reports will be dependent on an individual user roles and permissions.

QUALIFIED INSTRUCTORS (C144)

This report presents instructors listed in IQCS as qualified to teach a specified course. The source is the Instructor Table in IQCS and includes whether the instructor is a lead, unit or coach. As responders are entered into the Instructor Table, the system runs a check of their competencies; the report returns all qualified instructors

Navigate to **Reports > Training > Instructors > Qualified Instructors (C144)**

- **Run By:** Agency or Org ID
 - **Agency.** Enter a SetID for responder information within a specific agency.
 - **Org ID.** Enter an Org ID for responder information within a specific organization.
 - Select 'Lower Level Indicator' to include Org IDs that are subordinate (fall under) the code entered.

- **Additional Parameters:**
 - **Set ID.** Enter a Set ID to return instructor specific to the identified SetID.
 - **Dept ID.** Available only when Org ID Run By is selected. Enter Dept ID to return instructors in a specific organization code.
 - **Course.** Enter a course code to return responders that are identified as instructors for the specific course. Leave blank to return all.
- **Report Content:** Course (Code), Type (Instructor Level), Org Id (Instructor Org ID), Instructor (EmplID and Name) , Times Taught, Last Taught and Contact Phone.

Incident Qualification and Certification System Qualified Instructors						
<u>Course</u>	<u>Cadre</u> <u>Type</u>	<u>Org Id</u>	<u>Instructor</u>	<u>Times Taught</u>	<u>Last Taught</u>	<u>Contact Phone</u>
M410	Lead	LLUTW00200	<i>Responder EmplIDs and Names removed for security</i>	16	10-FEB-2014	<i>Contact Phone numbers removed for security</i>
M410	Lead	LLNVL00440		6	01-OCT-2012	
M410	Unit	LLIDB00400		5	14-NOV-2005	
M410	Unit	LLUTW00200		1	26-NOV-2012	

COURSE SESSION REPORTS (REPORTS > TRAINING > COURSE SESSIONS)

In this activity, we cover how to run and interpret the training reports available in the **Reports > Training** for course session management.

- [Cert of Completion \(C231\)](#)
- [Course Sign-In Sheet \(C200\)](#)
- [Name Tags and/or Name Tents \(C210 - C212\)](#)
- [Training Roster \(C126\)](#)
- [Session Roster to Excel \(C251\)](#)

Access to course session training reports and responder data will be dependent on an individual user roles and permissions.

CERT OF COMPLETION (C231)

This report can be used to print NWCG completion certificates for course sessions managed in IQCS. Only those responders who's attendance status is enrolled or completed will be returned on the report.

Formatted to print on NWCG Training Course Completion Certificate paper (PMS 921-1 [2007]) only.

Navigate to **Reports > Training > Course Sessions > Cert of Completion (C231)**

- **Run By:** Course Code and Course Session Number
 - **Course Code.** Look up or enter the course code for the session.
 - **Session #.** Look up or enter the specific course session number.



The screenshot shows a web interface for the 'Certificate of Completion' report. At the top, there is a tab labeled 'Certificate of Completion'. Below the tab, the text 'Run Control ID: 1' is displayed on the left, and 'Report Manager Process Monitor' is displayed on the right, with a 'Run' button to its right. A section titled 'Certificate of Completion Report Parameters' contains two input fields: 'Course Code:' and 'Session #:', each with a search icon to its right.

- **Report Content:** Student Name, Student EmplID, Course Code, Course Title, Course Session Number, Course Session Coordinator Name, Course Session Start Date, Course Session End Date, Course Session Lead Instructor, Course Session Sponsor Unit ID and Name, Course Session Location

COURSE SIGN-IN SHEET (C200)

This report can be used to create course sign-in sheet for enrolled students.

Navigation to **Reports > Training > Course Sessions > Course Sign-In Sheet (C200)**

- **Run By:** Course Code and Course Session Number
 - **Course Code.** Look up or enter the course code for the session.
 - **Session #.** Look up or enter the specific course session number.

- **Report Content:** Sponsoring Agency, Sponsoring Unit, Coordinator, Coordinator Phone, Lead Instructor, Location City and State, Start Date, Facility, Student EmplID, Student Name, Student Agency, Student Unit.

Incident Qualification and Certification System					
Course Sign-in Sheet					
Course/Session: S330/00275 Task Force/Strike Team Leader					
Sponsoring Agency:	Great Basin Geographic Area	Location City, St:	Boise, ID	Start Date:	08-MAR-2016
Sponsoring Unit:	Coordinator:	Coordinator Name and Phone	removed for security	Facility:	
Coordinator Phone:	Lead Instructor:	Nomination Due Date:	01-OCT-2015	Notification Date:	
<u>Sign In</u>	<u>Emplid</u>	<u>Name</u>	<u>Agency</u>	<u>Unit</u>	<u>Email Address</u>
_____			BLM00	UT-VLD	
_____		<i>Responder EmplIDs and Names removed for security</i>	FS000	ID-PAF	<i>Responder Email Addresses removed for security</i>
_____			BLM00	UT-MOD	
_____			FS000	UT-MLF	
_____			BLM00	ID-BOD	

NAME TAGS AND/OR NAME TENTS (C210 - C212)

This report can be used to create course session name tags and name tents cards for enrolled Students and identified instructors.

Navigate to **Reports > Training > Course Sessions > Name Tags & Tents (C210-212)**

- **Run By:** Course Code and Course Session Number
 - **Course Code.** Look up or enter the course code for the session.
 - **Session #.** Look up or enter the specific course session number.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Tent Cards	IQRPT210	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Name Tags	IQRPT211	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Instructor Name Tags	IQRPT212	Crystal	Web	PDF	Distribution

- **Report Content:** Course Code, Student/Instructor Name, Program, Instructor Level.

SESSION ROSTER TO EXCEL (C251)

This report can be used convert a single course session roster to an excel document.

Navigate to **Reports > Training > Course Session > Session Roster to Excel (C251)**

- **Run By:** Course Code and Course Session Number
 - **Course Code.** Look up or enter the course code for the session.
 - **Session #.** Look up or enter the specific course session number.



The screenshot shows a web-based interface for configuring a report. At the top, it says "Session Roster for Excel". Below that, there is a "Run Control ID: 1" and two links: "Report Manager" and "Process Monitor". To the right of these links is a yellow "Run" button. Below this is a section titled "Report Request Parameter(s)" which contains two input fields: "Course Code" and "Session Nbr", each with a magnifying glass icon to its right. At the bottom of this section, there is a note: "Note: Report is designed to be run as a CSV only."

- **Report Content:** Name (responder), Agency, Unit (ID), Unit Descr (Unit Description), Status, Address 1, Address 2, City, State, Phone (responder), Nomination Form Phone, Email, TO Name (training officer), TO Phone (training officer), TO Email (training officer).
 - The contact information type must be 'Business' to be displayed on report. Other types are considered personal information and will not be displayed.

TRAINING ROSTER (C126)

This report can be used to develop a roster for a single course session.

Navigate to **Reports > Training > Course Sessions > Training Roster (C126)**

- **Run By:** Specific Course Code or Course Code/Session by Sponsoring Unit
 - **Specific Course Code.** Check box to set parameters that will return a report with data specific to a course code.
 - **For all Course/Sessions.** Check box to set parameters that will return a report for all course sessions for a given Unit ID.

The image displays two screenshots of the 'Training Roster' report configuration interface. The top screenshot shows the 'Run report for a specific Course / Session' checkbox selected, with fields for Course Code, Session #, and Enrollment Status. The bottom screenshot shows the 'Run report for all Course / Sessions' checkbox selected, with fields for Sponsoring Unit ID, From Date, Thru Date, Session Status, and Enrollment Status. A yellow callout box with a red dot points to the transition between the two states, stating 'Clicking in either box will bring up additional parameter fields.'

- **Additional Parameters:**
 - **Course Code.** Available only when Specific Course Code is selected.
 - **Session #.** Available only when Specific Course Code is selected.
 - **Enrollment Status.** Select a specific enrollment status (example: Enrolled) or leave blank to return all.
 - **Sponsoring Unit ID.** Available only when for all Course/Sessions is selected. Enter Unit ID of sponsoring unit to return course sessions.
 - **From Date.** Available only when for all Course/Sessions is selected. Identify the from (start) date for report data.
 - **Thru Date.** Available only when for all Course/Sessions is selected. Identify the thru (end) date for report data.
 - **Session Status.** Available only when for all Course/Sessions is selected. Select a specific session status (example: Active) or leave blank to return all.
- **Report Content:** Training Identifier/Title, Session ID, Sponsoring Unit, Location City, Location State, Start Date, End Date, Lead Instructor, Coordinator, Student EmplID, Student Name, Student Org Code, Student Unit ID, Student Enrollment Status.

RESPONDER TRAINING REPORTS (REPORTS > TRAINING > RESPONDERS)

In this section, we cover reports available in the responder training section of the reports training menu item.

- [Course Taken/Not Taken \(C170\)](#)
- [Expiring Recurrent Training \(C48\)](#)
- [Licenses and Certificates \(C11\)](#)
- [Responder Fitness Expire \(C26\)](#)
- [Training Assessment \(C401\)](#)

Access to responder training reports and data will be dependent on an individual user roles and permissions.

COURSE TAKEN/NOT TAKEN (C170)

The “Course Taken/Not Taken” report was developed to provide users a report that allows them to input a course number and receive a list of responders who have or have not completed the identified course. **This will return course data regardless of qualification requirements.**

Navigate to **Reports > Training > Responders > Courses Taken/Not Taken (C170)**

- **Run By:** Agency, Org ID or Unit ID
 - **Agency.** Enter a SetID for responder information within a specific agency.
 - **Org ID.** Enter an Org ID for responder information within a specific organization.
 - Select ‘Lower Level Indicator’ to include Org IDs that are subordinate (fall under) the code entered.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.

- **Additional Parameters:**
 - **Course.** Look up or enter the course code.
 - **Show Only If Courses Not Taken.** Select to display responders who have not taken the identified course; do not have course identified as completed on their Responder Training page.
 - **Show Only If Course Taken.** Select to display responders who have taken the identified course; do have course identified as completed on their Responder Training page.
- **Report Content:** Identified course, EmplID, Name, Org ID, Agency, Last Course Date (if ran by taken)

Incident Qualification and Certification System
C170 - Responders **Who Have Taken This Training**

Course Taken: RT506F FS Heli Rappel Spotter Refr
Run by Agency: FS000
(* next to Emplid indicates competency, not training)

Emplid	Name	Org Id	Unit Id	Last Crse Dt	Equip Tkn
		0610RAPP	OR-RSF	23-MAY-2015	
		0111HRAP	MT-CGF	24-APR-2015	

Responder EmplIDs and Names removed for security

Incident Qualification and Certification System
C170 - Responders **Who Need This Training**

Course Not Taken: S130 Firefighter Training
Run by Agency: FS000

Emplid	Name	Org Id	Unit Id	Equip Tkn
		05020000	CA-CNF	
		03010000	AZ-ASF	
		02030000	SD-BKF	
		08090000	AR-OUF	

Responder EmplIDs and Names removed for security

EXPIRING RECURRENT TRAINING (C48)

The Expiring Recurrent Training report shows a list of responders with an expiration date of a designated recurrent course/training and the position(s) that the recurrent training effects.

Navigate to **Reports > Training > Responders > Expiring Recurring Trng (C48)**

- **Run By:** Agency, Org ID or Unit ID
 - **Agency.** Enter a SetID for responder information within a specific agency.
 - **Org ID.** Enter an Org ID for responder information within a specific organization.
 - Select 'Lower Level Indicator' to include Org IDs that are subordinate (fall under) the code entered.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.

- **Additional Parameters:**
 - **From Date.** Identify the from (start) date for report data.
 - **Thru Date.** Identify the thru (end) date for report data.
 - **Course Code.** Look up or enter the course code a specific course code. If left blank, a blank report will be returned.
- **Report Content:** Unit/Org ID (responder), EmplID, Name, Expire Dt (date), Position (required for), Qual (qualification status)

Incident Qualification and Certification System						
Expiring Recurrent Training						
01-JAN-2016 through 31-DEC-2016						
Unit/Org: FS000 Forest Service						
Course: RT506F - FS Heli Rappel Spotter Refr						
Unit/Org	Emplid	Name	Expire Dt	Position		Qual
0111HRAP			24-APR-2016	HERS Helicopter Rappel Spotter		Q
0111HRAP			24-APR-2016	HERS Helicopter Rappel Spotter		Q
0111HRAP			24-APR-2016	HERS Helicopter Rappel Spotter		Q
<i>Responder EmplIDs and Names removed for security</i>						
0402LPH			17-MAY-2016	HERS Helicopter Rappel Spotter		Q
0402LPH			17-MAY-2016	HERS Helicopter Rappel Spotter		T
0402LPH			17-MAY-2016	HERS Helicopter Rappel Spotter		Q
0402LPH			17-MAY-2016	HERS Helicopter Rappel Spotter		Q
0402LPH			24-APR-2016	HERS Helicopter Rappel Spotter		Q

LICENSES AND CERTIFICATES (C11)

This report shows any special licenses and/or certificates, issued outside IQCS, which responders possess that have been entered into IQCS at the Accomplishments (Licenses and Certificates)

Navigate to **Reports > Training > Responders > License and Certificates (C11)**

- **Run By:** Agency, Org ID or Unit ID
 - **Agency.** Enter a SetID for responder information within a specific agency.
 - **Org ID.** Enter an Org ID for responder information within a specific organization.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.

- **Report Content:** EmplID and Name, Cert (certification/license code), Certification (certification/license title), Issued By, Issue Date, Expire Date.

Incident Qualification and Certification System Licenses and Certificates						
Agency: FS000 Responder	Cert	Descr	Issd By	Issue Dt	Expire Dt	
<i>Responder EmplIDs and Names removed for security</i>	FAL3	Basic Faller Certi	MT	03-JUN-2015	03-JUN-2018	
	EMTB	EMT Basic	MT	03-JUN-2012	03-JUN-2018	
	FAL1	Advanced Faller Ce	MT	03-JUN-2014	03-JUN-2017	
	FAL2	Interm Faller Cert	MT	03-JUN-2015	03-JUN-2018	
	FAL3	Basic Faller Certi	MT	03-JUN-2015	03-JUN-2018	
	FAL3	Basic Faller Certi	MT	03-JUN-2015	03-JUN-2018	
	FAL3	Basic Faller Certi	MT	03-JUN-2014	03-JUN-2017	
	FAL2	Interm Faller Cert	MT	03-JUN-2014	03-JUN-2017	
	FAL1	Advanced Faller Ce	MT	03-JUN-2014	03-JUN-2017	

RESPONDER FITNESS EXPIRE (C26)

The responder fitness expire report will return a list of responders with their current fitness level, fitness expire date and refresher (RT-130) expire dates identified.

Navigate to **Reports > Training > Responders > Responder Fitness Expire (C26)**

- **Run By:** Agency, Org ID or Unit ID
 - **Agency.** Enter a SetID for responder information within a specific agency.
 - **Org ID.** Enter an Org ID for responder information within a specific organization.
 - Select 'Lower Level Indicator' to include Org IDs that are subordinate (fall under) the code entered.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.

- **Additional Parameters:**
 - **From Date.** Identify the from (start) date for report data.
 - **Thru Date.** Identify the thru (end) date for report data.
- **Report Content:** Responder EmplID, Responder Name, Fitness Level, Unit ID, Fitness Expire Date, Refresher (RT-130) Expire Date

Incident Qualification and Certification System Responder Fitness and Refresher Expiration 01-JAN-2016 through 31-MAR-2016					
Run by Agency: FS000					
Emplid	Name	Fit Level	Org Id	Fit Expires	Rfsr Expires
		Ard	08120003	29-FEB-2016	10-MAR-2016
		Ard	0812AD	29-FEB-2016	27-FEB-2016
			03030000		27-FEB-2016
		Ard	0512TAH	06-FEB-2016	20-MAR-2016
		Ard	0515BC	28-MAR-2016	
		Ard	0512TYP	15-MAR-2016	
			0617AD		19-MAR-2016

Responder EmplIDs and Names removed for security

TRAINING ASSESSMENT (C401)

This report will return the training needs per course for trainee (active PTBs) responders.

Navigate to **Reports > Training > Responders > Training Assessment (C401)**

- **Run By:** Agency, Org ID or Unit ID
 - **Agency.** Enter a SetID for responder information within a specific agency.
 - **Org ID.** Enter an Org ID for responder information within a specific organization.
 - Select 'Lower Level Indicator' to include Org IDs that are subordinate (fall under) the code entered.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.

- **Report Content:** EmplID (responder), Name (responder), Org ID, Position, Trainee, Training Needed, and Subtotal for Course Code.

Incident Qualification and Certification System C401 Training Needs Assessment					
For Agency: BLM00					
<u>Emplid</u>	<u>Name</u>	<u>Org Code</u>	<u>Position</u>		<u>Training Needed</u>
<i>Responder EmplIDs and Names removed for security</i>		LLWYD00000	MEDL	T	S-359
		LLNMF02000	MEDL	T	S-359
		LLFA200000	MEDL	T	S-359
Nbr of Responders needing S-359:	3				
<i>Responder EmplIDs and Names removed for security</i>		LLAZP00000	HEB2	T	S-371
		LLCAD08820	HEB2	T	S-371
		LLAZA00000	HEB2	T	S-371
Nbr of Responders needing S-371:	3				

TASKBOOKS (REPORTS > TASKBOOKS)

In this section, we cover reports available in the taskbooks section of the reports menu item.

- [Responder Task Books \(C5\)](#)
- [Task Book Evaluation \(C150\)](#)
- [Task Book Summary \(C104\)](#)

Access to taskbook reports and responder data will be dependent on an individual user roles and permissions.

RESPONDER TASK BOOKS (C5)

This report will return a list of responder’s in a specific status or all statuses. The report will only return responders you have access to.

Navigate to **Reports > Taskbooks > Responder Task Books (C5)**

- **Run By:** Agency, Org ID, Unit ID or Responder List
 - **Agency.** Enter a SetID for responder information within a specific agency.
 - **Org ID.** Enter an Org ID for responder information within a specific organization.
 - Select ‘Include Lower Levels’ to include Org IDs that are subordinate (fall under) the code entered.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.
 - **Responder List.** Enter a single EmplID, or multiple EmplIDs, to return a report specific to the EmplID(s) entered.

- **Additional Parameters:**
 - **Position.** Enter specific position, or leave blank for all job codes.
 - **From Date.** Indicate the start (begin) date.
 - **Thru Date.** Indicate the thru (end) date.
 - **Taskbook Status:** Select a specific TB status, or select the blank row in the Taskbook Status field to see all taskbooks for an individual or group of individuals.
- **Report Content:** EmplID, Responder Name, Org ID, Job Family, Taskbook code, Status, Initiation Date, Certify Date, Expiration Date and Responder Employment Kind.

Incident Qualification and Certification System Task Books									
OR-BUD, Burns District		Org Id	JobFam	Tskbk	Stat	Init Dt	Cert Dt	Exp Dt	Emp Knd
Emplid	Name								
		OR02000	AIR	HEB1	Actv	06-MAY-2013		06-MAY-2016	Temp
		OR02000	AIR	HECM	Actv	20-MAY-2013		20-MAY-2016	Career
		OR02000	AIR	HECM	Actv	16-MAY-2013		16-MAY-2016	Temp
		OR02000	AIR	HMG8	Actv	07-JUL-2013		14-AUG-2016	Temp
		OR02000	AIR	SEMG	Actv	07-MAY-2013		07-MAY-2016	Career
		OR02000	CMD	ICT4	Actv	16-MAY-2013		12-AUG-2016	Temp
		OR02000	CMD	ICT5	Actv	16-JUL-2013		16-JUL-2016	Temp

*Responder EmplIDs
and Names removed
for security*

TASK BOOK EVALUATION (C150)

This report can aid the Certifying Official in analyzing their responder's performance to gauge their progress toward position qualification. The evaluator's comments on the position taskbook contained within the report may also be helpful in planning or making the responder(s) available for additional position performance assignments that will conform to the needs outlined in the taskbook.

Navigate to **Reports > Taskbooks > Task Book Evaluation (C150)**

- **Run By:** Agency, Org ID, Unit ID, Responder
 - **Agency.** Enter a Set ID for responder information within a specific agency.
 - **Org ID.** Enter an Org ID for responder information within a specific organization.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.
 - **Responder.** Enter a single EmplID, or multiple EmplIDs, to return a report specific to the EmplID(S) entered.

- **Additional Parameters:**
 - **From Date.** Indicate the start (begin) date.
 - **Thru Date.** Indicate the thru (end) date.
 - **Positon.** Indicate a specific job code or leave blank for all.
 - **Job Family.** Enter a specific job family (example: ICS, AA or TS) to return all positions in that category.
 - **Taskbook Status.** Select a specific TB status of to see all taskbooks for an individual or group of individuals, select the blank row in the Taskbook Status field.
- **Report Content:** Job Code, Name and Functional Area, Responder Name, the Initiation Date and Certification Date if available, Incident information, Evaluator information, and comments from the Evaluation page.

Incident Qualification and Certification System Trainee Evaluations Evaluation Dates between 01-MAY-2015 and 31-JUL-2016				
Organization:				
.....				
Responder	Func Area	Taskbook - Active	Initiate Dt	Expire Dt
<i>Responder EmpIDs and Names removed for security</i>	Finance	COST Cost Unit Leader	15-JAN-2013	07-SEP-2016
Evaluation #1	Eval Name	<i>Evaluator Name removed for security</i>	Incident Name	Reynolds
	Eval Agency	NFS00	Fuel Type	Tmbr: 8-10
	Eval OrgId	IM1430	Size	1000-4999
	Eval Date	27-JUL-2015	Complexity	1
	Recommend	Not All Ev	Arrival Date	
Comment:				
.....				
Responder	Func Area	Taskbook - Active	Initiate Dt	Expire Dt
<i>Responder EmpIDs and Names removed for security</i>	Operations	DIVS Division/Group Super	26-JUN-2015	26-JUN-2018
Evaluation #1	Eval Name	<i>Evaluator Name removed for security</i>	Incident Name	LAKE
	Eval Agency	NFS00	Fuel Type	Tmbr: 8-10
	Eval OrgId	IM1490	Size	5000+
	Eval Date	08-JUL-2015	Complexity	2
	Recommend	Not All Ev	Arrival Date	
Comment:				
.....				
Responder	Func Area	Taskbook - Active	Initiate Dt	Expire Dt
<i>Responder EmpIDs and Names removed for security</i>	Dispatch	EDSD Expanded Dispatch Su	22-AUG-2015	22-AUG-2018
Evaluation #1	Eval Name	<i>Evaluator Name removed for security</i>	Incident Name	CY15 AOICC Support
	Eval Agency	FS000	Fuel Type	
	Eval OrgId	08090000	Size	
	Eval Date	24-AUG-2015	Complexity	
	Recommend	Successful	Arrival Date	
Comment:				
.....				

TASK BOOK SUMMARY (C104)

This report provides a yearly status of taskbooks for a Unit or Organization. It is more useful for high-level statistical analysis than for Records Management. This level will report yearly taskbook status across the entire agency. If there are no data for a particular taskbook during the past five years, that task book will not be displayed in the report.

Navigate to **Reports > Taskbooks > Task Book Summary (C104)**

- **Run By:** Agency, Org ID or Unit ID
 - **Agency.** Enter a SetID for responder information within a specific agency.
 - **Org ID.** Enter an Org ID for responder information within a specific organization.
 - Select 'Lower Level Indicator' to include Org IDs that are subordinate (fall under) the code entered.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.

- **Additional Parameters:**
 - **Job Family.** Selecting the Job Family allows you to run the report for all jobs in an ICS functional area (Operations, Logistics, Plans, etc.). Leaving blank to return all job families.
 - **Position.** Identify a specific position, or leave blank for all position codes.
- **Report Content:** SetID, Function Area, Job Code, Year (last 5), Count of Active [PTBs] per year, Count of Certified [PTBs] per year, Count of Expired [PTBs] per year

Incident Qualification and Certification System Task Book Summary						
<u>Func Area ~ JobCode</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	
BLM00						
Command and Staff ~ ICT3 Incident Commander Type 3						
Active:	1	9	45	48	64	
Certified:	18	26	31	22	16	
Expired:	37	27	31	30	44	
BLM00						
Command and Staff ~ ICT4 Incident Commander Type 4						
Active:	3	12	47	43	72	
Certified:	70	70	38	44	44	
Expired:	26	19	10	22	26	

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QUALIFICATIONS (REPORTS > QUALIFICATIONS)

In this activity, we cover some of the reports available in the qualifications section of the reports.

- [FS EmpowHR List \(C325\)](#)
- [Licenses and Certificates \(C11\)](#)
- [Qualification/Competencies Justifications \(C333\)](#)
- [Qualified Master List \(C50\)](#)
- [Responder Detail Experience \(C153\)](#)
- [Responder Experience Summary \(C152\)](#)
- [Responder List \(C3\)](#)
- [Responder Master Record \(C28\)](#)
- [Responder Position Currency \(C45\)](#)
- [Responder to Role Match \(C302\)](#)
- [Org / Unit Full Data \(C360\)](#)

Access to qualification reports and responder data will be dependent on an individual user roles and permissions.

FS EMPowHR LIST (C325)

Run this **Forest Service** only report to view responders and the FS EmpowID that has been added to their Job Data page.

Navigate to **Reports > Qualifications > FS EmpowHR List (C325)**

- **Run By:** Agency (FS000 ONLY), Org ID or Unit ID
 - **Agency.** Run for FS000 ONLY. Will only return responders you have access to.
 - **Org ID.** Enter an Org ID for responder information within a specific organization.
 - Select 'Include Lower Level Orgs' to include Org IDs that are subordinate (fall under) the code entered.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID. Will only return responders you have access to.

• **Report Content:**

Incident Qualification and Certification System
FS EmpowHR

Agency: FS000

<u>Emplid</u>	<u>Unit Id</u>	<u>EmpowHR</u>	<u>Name</u>	<u>Pack Test</u>	<u>Expire Dt</u>
	AL-ALF			Moderate	10-JAN-2016
	AL-ALF			Arduous	15-NOV-2015
	AL-ALF				
	AL-ALF			Arduous	10-JAN-2016
	AL-ALF			Arduous	29-DEC-2014
	AL-ALF			Arduous	29-FEB-2016
	AL-ALF			Moderate	18-FEB-2014
	AL-ALF			Arduous	29-NOV-2016
	AL-ALF			Arduous	14-NOV-2016
	AL-ALF			Arduous	29-NOV-2016
	AL-ALF			Arduous	08-APR-2014
	AL-ALF			Moderate	17-JAN-2016
	AL-ALF			Arduous	21-DEC-2014
	AL-ALF			Arduous	05-MAY-2013
	AL-ALF			Moderate	26-MAR-2015
	AL-ALF			Light	21-DEC-2014
	AL-ALF			Arduous	12-DEC-2015

Responder EmplIDs removed for security

Responder EmpowHR IDs removed for security

Responder Names removed for security

LICENSES AND CERTIFICATES (C11)

This report shows any special licenses and/or certificates, issued outside IQCS, which responders possess that have been entered into IQCS at the Accomplishments (Licenses and Certificates)

Navigate to **Reports > Training > Responders > License and Certificates (C11)**

- **Run By:** Agency, Org ID or Unit ID
 - **Agency.** Enter a SetID for responder information within a specific agency.
 - **Organization ID.** Enter an Org ID for responder information within a specific organization.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.
 - **Responder List.** Enter a single EmplID, or multiple EmplIDs, to return a report specific to the EmplID(s) entered.
 - **License/Cert.** Enter a licenses/certificate code to pull responder data for that specific licenses or certificate.

- **Report Content:** EmplID and Name, Cert (certification/license code), Certification (certification/license title), Issued By, Issue Date, Expire Date.

Incident Qualification and Certification System Licenses and Certificates						
Agency: FS000 Responder	Cert	Descr	Issd By	Issue Dt	Expire Dt	
	FAL3	Basic Faller Certi	MT	03-JUN-2015	03-JUN-2018	
	EMTB	EMT Basic	MT	03-JUN-2012	03-JUN-2018	
	FAL1	Advanced Faller Ce	MT	03-JUN-2014	03-JUN-2017	
	FAL2	Interm Faller Cert	MT	03-JUN-2015	03-JUN-2018	
	FAL3	Basic Faller Certi	MT	03-JUN-2015	03-JUN-2018	
	FAL3	Basic Faller Certi	MT	03-JUN-2015	03-JUN-2018	
	FAL3	Basic Faller Certi	MT	03-JUN-2014	03-JUN-2017	
	FAL2	Interm Faller Cert	MT	03-JUN-2014	03-JUN-2017	
	FAL1	Advanced Faller Ce	MT	03-JUN-2014	03-JUN-2017	

Responder EmplIDs and Names removed for security

QUALIFICATION/COMPETENCIES JUSTIFICATIONS (C333)

Run this report to view what has been written to justify awarding a competency/qualification and the awarding official of the competency/qualification.

Navigate to **Reports > Qualifications > QC/Comps Justifications (C333)**

- **Run By:** Org ID, Unit ID or Responder
 - **Org ID.** Enter an Org ID for responder information within a specific organization.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.
 - **Responder.** Enter a single EmplID, or multiple EmplIDs, to return a report specific to the EmplID(S) entered.

- **Additional Parameters:**
 - **Set ID.** Available only when *Org ID* is selected. Enter/select agency code (FS000, BLM00, FWS00, etc.).
 - **Dept ID.** Available only when *Org ID* is selected.
 - **Group ID.** Available only when *Responder List* is selected. Enter a Group ID to return a justifications report specific to the responders assigned to a group.
 - **Return Qual Card Justifications.** Select to return Admin Action Justifications from the responder's Incident Qual Card page.
 - **Return Competencies Justifications.** Select to return Manually Awarded Comp Justifications from the responder's Competencies page.
- **Report Content:** Job code, qualification status, justification type (qual-card, competency), effective date, authorizing official emplID, authorizing official name, justification.

QUALIFIED MASTER LIST (C50)

This report will show positions with a list of responders with qualified and trainee status. It will assist the manager in assessing their workforce to determine the shortages/surpluses, assignment needs to maintain currency, career needs, etc.

Navigate to **Reports > Qualifications > Qualified Master List (C50)**

- **Run By:** Agency, Org ID or Unit ID
 - **Agency.** Enter a SetID for responder information within a specific agency.
 - **Organization ID.** Enter an Org ID for responder information within a specific organization.
 - Select 'Lower Level Indicator' to include Org IDs that are subordinate (fall under) the code entered.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.

- **Additional Parameters:**
 - **State.** Available when Agency is selected. Enter state code to pull responder data only from the identified agency and state.
 - **No Sub Totals.**
 - **When not checked** the report will be returned with subtotals for job code, job family and org/unit.
 - **When checked** the report will be a list of responders with one total at the end for the entire report.
 - **Position:** Enter a position jobcode if you want to pull responder data for a specific qualification.
 - **Job Family:** Enter a job family code if you want to pull qualification data for a specific job family (example: ICS, AA or TS).
 - **Position Status.** Select the qualification status you want returned, if left blank all status responders will be in your list.
 - **Primary Qualified.** When checked this will return qualified records that are marked as priority 1 at the responder's Incident Qual Card page.

- **Primary Trainee.** When checked this will return trainee records that are marked as priority 1 at the responder’s Incident Qual Card page.
 - **Qual Card Positions Only.** When checked this will return records that are marked as Print to Card at the Incident Quali Card page screen.
 - **Certified Only.** When checked this will return records that are marked as Certified at the Incident Qualification screen.
- **Report Content:** Func Area (Functional Area), Job Code, Org ID, EmplID, Name (Responder name), Stat (position qualification status), Currency Expiration Date, Curr Expd (Currency Expired), Group Member, Primary Qualified and Primary Trainee.

Incident Qualification and Certification System Qualified Master List										
OR-MHF - Mt. Hood National Forest										
Subtotals are OFF Redcard Positions Only = Y Certified Only = Y										
Func	Job					Currency	Curr	Group	Primary	
<u>Area</u>	<u>Code</u>	<u>Org Id</u>	<u>Emplid</u>	<u>Name</u>	<u>Stat</u>	<u>Expire Dt</u>	<u>Expd</u>	<u>Member</u>	<u>Qual</u>	<u>Trn</u>
CMD	AREP	06060000			Q	20-JAN-2020			THSP	
CMD	AREP	06060001			Q	20-JUN-2017			THSP	EMTB
CMD	AREP	06060006			Q	27-AUG-2020			THSP	
CMD	ICT3	06060005			Q	02-SEP-2020			CRWB	ICT5
CMD	ICT3	06060009			Q	23-JUN-2020			ATVO	CREP
CMD	ICT3	06060005			Q	13-SEP-2020			CRWB	ENOP
CMD	ICT3	06060006			Q	14-JUL-2019			CRWB	CREP
CMD	ICT3	06060001			Q	20-AUG-2020			CRWB	DPRO
CMD	ICT3	06060005			T	14-NOV-2017		Yes	DIVS	FALB
CMD	ICT3	06060001			T	27-MAY-2017			CRWB	FALB
CMD	ICT3	06060000			T	03-JUL-2018			ENGB	ICT3
CMD	ICT3	06060009			U	04-JUN-2015	X	Yes	CRWB	DIVS
CMD	ICT3	16170000			U	24-AUG-2016		Yes	DRIV	
CMD	ICT3	06060000			U	27-OCT-2008	X		THSP	
CMD	ICT4	06060006			Q	15-OCT-2020			ENOP	WHSP

RESPONDER DETAIL EXPERIENCE (C153)

This report offers the manager a detailed view of the incident experiences for their responders. It includes by responder and position a listing of incidents in which experience was gained. Details about the incident such as size class will help the manager get a feel for the quality and quantity of experiences attained by their workforce.

The incident statistics may have changed by the arrival date for this experience. You may modify the data to reflect changing conditions by modifying the incident data on the Experience by Responder page. It will not change the initial setup data of the incident but will more accurately record the responder experience on that incident.

Navigate to **Reports > Qualifications > Respdn Detail Exper (C153)**

- **Run By:** Agency, Org ID or Unit ID
 - **Agency.** Enter a SetID for responder information within a specific agency.
 - **Organization ID.** Enter an Org ID for responder information within a specific organization.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.

- **Additional Parameters:**
 - **From Date.** Indicate the start (begin) date of the responder experience.
 - **Thru Date.** Indicate the thru (end) date of the responder experience.
- **Report Content:** Job Code and Name; EmplID and Name; Incident Number, Name and Incident Size; and Operational Periods on the Incident.

Incident Qualification and Certification System						
Experience Detail						
01-JAN-2015 thru 31-DEC-2015						
Unit:	CA-CDD California Desert District					
Area or Position	Emplid	Name	Number	Incident Data	Name	Oper Size Prds
Ops						

CRWB	Crew Boss, Single Resource					
			CA-BDF-7401	GREEN		B 1
			CA-SHF-001371	SADDLE		E 8
			CA-SHF-001371	SADDLE		E 8
			A2-CRA-000779	Willow J022		G 1
			CA-BDF-7894	LAKE		G 13
			CA-BDF-7894	LAKE		G 25
DIVS	Division/Group Supervisor					
			CA-CDD-12308	Palmas		C 2
			CA-NOD-3806	DODGE R-1		G 11

RESPONDER EXPERIENCE SUMMARY (C152)

Experience Summary provides the manager with information that illustrates the number of experiences their responders have by position. This information can be used to get a sense of where your workforce is obtaining experiences and identify positions or groups of positions that have qualified individuals that are lacking in current experiences.

Navigate to **Reports > Qualifications > Responder Exper Summary (C152)**

- **Run By:** Agency, Org ID or Unit ID
 - **Agency.** Enter a SetID for responder information within a specific agency.
 - **Organization ID.** Enter an Org ID for responder information within a specific organization.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.

- **Additional Parameters:**
 - **Functional Area.** Enter a specific functional area (example: ops) to return all positions in that category.
 - **Position.** Identify a specific position, or leave blank for all position codes.
 - **From Date.** Indicate the start (begin) date of the experience summary.
 - **Thru Date.** Indicate the thru (end) date of the experience summary.
- **Report Content:** Functional Area, Position Code and Title, Number of Experiences records per Responder, Total Responder (count).

Incident Qualification and Certification System								
Experience Summary								
01-JAN-2015 thru 31-DEC-2015								
Unit: ID-BOD Boise District								
Func Area	Position Code	Position Name	Totl On Redcard	# of Exp per Responder			1 or more Exp	% of Resp with 1 or More Exp
			0	1	2-5	5+		
Dispatch	ACDP	Aircraft Dispatcher	10	7	0	3	0	30.00 %
	EDRC	Expanded Dispatch Recor	38	37	0	1	0	2.63 %
	EDSD	Expanded Dispatch Suppo	20	17	0	3	0	15.00 %
	EDSP	Expanded Dispatch Super	5	5	0	0	0	0.00 %
	IADP	Initial Attack Dispatch	18	15	2	1	0	16.67 %
Total Responders			39	81	2	8	0	10.99 %

RESPONDER LIST (C3)

The Responder List is a listing of all the responders by organization. It is the master list of responders for which a user has authority to transact on qualifications records.

Navigate to **Reports > Qualifications > Responder List (C3)**

- **Run By:** Agency, Org ID or Unit ID
 - **Agency.** Enter a SetID for responder information within a specific agency.
 - **Organization ID.** Enter an Org ID for responder information within a specific organization.
 - Select 'Include Lower Level Orgs' to include Org IDs that are subordinate (fall under) the code entered.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.

- **Report Content:** EmplID, Name, Employment Type, the Date of Last Incident Experience, the last Incident Position held, the identified primary qualification and the secondary (subordinate) qualifications.
 - Last Experience is pulled from the Experience by Responder page.
 - Type is the Employment Kind as listed on the Job Information page.

Incident Qualification and Certification System Employee List					
Agency: FWS00					
State: ID					
Responder	Type	Last Experience	Last Job	Top 5 Quals Priority Seq	Top 2 Trnee Positions
<i>Responder EmplIDs and Names removed for security</i>	Career	17-JUL-2014	DIVS	DIVS, TPLD, ICT4, RXB2, FIRB,	FOBS, BTOP,
	Career	20-SEP-2014	SITL	SITL, SCKN, FOBS,	THSP, RESL,
	Career	27-OCT-2015	ATVO	FFT2, GISS, DPRO, ATVO,	GPSP,
	Career	04-NOV-2012	EDSD	ORDM,	EDRC, EDSD,
	Career	07-AUG-2005	FFT1		
	Career	18-AUG-2014	SITL		ATVO,
	Career	27-OCT-2015	FFT2		

RESPONDER MASTER RECORD (C28)

This report provides the responder, supervisor, certifying official, and managers a source of information for managing the responder's file and qualifications. The responder's records are consolidated on the Responder Master Record report.

The Responder Master Record is the largest report in the system. It pulls data from many data tables in IQCS. If you select most of the sections and run the report for an entire Org ID, it will cause other reports to be queued and delay response for you and other users. For that reason, we STRONGLY recommend that you defer processing (running) this report for a large group (Org Code or Unit ID) of responders until after close of business hours.

New 2016 - The Responder Master Record (C028) report now automatically includes the responder's business contact information (address, phone number and email address) from the responder's Update Personal Information page. No other contact type, other than business, will be displayed to protect responder personally identifiable information (PII).

Navigate to **Reports > Qualifications > Responder Master Record (C28)**

- **Run By:** Org ID, Unit ID or Responder List
 - **Organization ID.** Enter an Org ID for responder information within a specific organization.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.
 - **Responder List.** Enter a single EmplID, or multiple EmplIDs, to return a report specific to the EmplID(s) entered.

- **Additional Parameters:**
 - **Responder Qualified Jobs.** Lists all positions from the competency page that has a status of Attained.
 - **Responder Trainee Jobs.** Shows position titles which the responder has an active PTB.
 - **Responder Unqualified Jobs.** Shows jobs that are in the Incident Qualifications screen with a status of unqualified due to loss of currency, missing competency or other reason.

- **Group Assignments.** If an individual is assigned to a group in IQCS, selecting this box will show all groups to which the person is assigned.
- **Responder Training History.** Lists all training listed on the Responder Training page regardless of attendance status (enrolled, completed, cancelled, etc.).
 - **Show Completed Training Only.** Check to show only training with a completed attendance record.
- **Responder Competencies.** Lists the competencies awarded to the responder in the Competencies screen.
- **Accomplishments.** Lists all licenses and certificates entered on the Responders Licenses and Certificates screen
- **Issued (but not completed) Task Books.** Lists task books that have a status of Active, Admin Action, or Expired that were issued to the individual.
- **Completed Task Book History.** Lists any position task books the responder has completed (Certified).
- **Responder Experience History.** Lists all incident experience records for the individual.
- **Instructor History.** Shows the courses the individual has instructed and the level (Lead or Unit) of instruction.
- **Qualified to Teach.** Returns course code and level (lead, unit, coach) the responder is current qualified to teach listed in the Instructor screen.
- **Include IFPM Application Report.** Shows all the positions a responder has attained and the courses they have completed that meet IFPM requirements.

RESPONDER POSITION CURRENCY (C45)

The report shows the Currency Expiration dates for each of the responder’s incident positions. Only those positions with a Q or T status on the Incident Qualifications screen are pulled for this report. Priority or Certify Position does not have to be checked.

Navigate to **Reports > Qualifications > Respondr Positn Currency (C45)**

- **Run By:** Run By: Org ID, Unit ID or Responder List
 - **Organization ID.** Enter an Org ID for responder information within a specific organization.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.
 - **Responder List.** Enter a single EmplID, or multiple EmplIDs, to return a report specific to the EmplID(s) entered.

- **Report Content:** Org ID, Unit ID, EmplID, Responder Name, Medical, Fitness, Position, Currency Expires, PTB Expiration, Last Position Performed, Date of Last Position Performance, Recurrent Training course, Recurrent Training Expire Date, External Accomplishments (Warrants), External Accomplishment (Warrants) Expires.

Incident Qualification and Certification System Responder Position Currency								
<u>Position</u>	<u>Currency Expires</u>	<u>Task Book Expiration</u>	<u>Last Position Performed</u>	<u>Dt of Last Position Performance</u>	<u>Recurrent Training Course</u>	<u>Recurrent Training Expire Dt</u>	<u>Externl Warrants</u>	<u>External Warrant Expires</u>
<i>Responder EmplID and Name removed for security</i>			Medical:	16-MAR-2006	Fitness:	Arduous	Expires: 09-MAR-2016	
ATVO	Q	01-MAR-2020	ATVO	01-MAR-2015				
DIVS	Q	14-AUG-2020	ICT3	14-AUG-2015				
ENGB	Q	24-SEP-2020	RXB2	24-SEP-2015	RT-301BL	27-MAY-2016		
FAL2	Q	16-JUL-2018	FAL2	16-JUL-2015				
FAL3	Q	16-JUL-2018	FAL2	16-JUL-2015				
FFT1	Q	24-SEP-2020	RXB2	24-SEP-2015				
FFT2	Q	24-SEP-2020	RXB2	24-SEP-2015				
FIRB	Q	24-SEP-2020	RXB2	24-SEP-2015				
HECM	T	17-OCT-2008	HECM	17-OCT-2005				
HEQB	Q	24-SEP-2020	RXB2	24-SEP-2015				
ICT3	Q	14-AUG-2020	ICT3	14-AUG-2015				

RESPONDER TO ROLE MATCH (C302)

This report provides the user with a consolidated reference that displays a comparison of the responder’s earned competencies to those competencies required for each position listed on the responder’s Incident Qual Card page. A user could run this report for their entire organization.

The C302 report provides a function similar to the IQCS Person to Role Match page except that instead of just comparing the position requirements one position at a time it will analyze all the qualifications positions at one time.

Navigate to **Reports > Qualifications > Responder to Role Match (C302)**

- **Run By:** Agency, Org ID, Unit ID or Responder
 - **Organization ID.** Enter an Org ID for responder information within a specific organization.
 - Select ‘Lower Level Indicator’ to include Org IDs that are subordinate (fall under) the code entered.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.
 - **Responder.** Enter a single EmplID, or multiple EmplIDs, to return a report specific to the EmplID(s) entered.

- **Report Content:** Position Code, Position Status, Admin Action presence, required competencies, competencies and proficiency, and expiration date.

Incident Qualification and Certification System Responder to Role Matching							
<u>Position</u>	<u>Stat</u>	<u>Admin Action</u>	<u>Position Competency</u>	<u>Responder Competency</u>	<u>Competency Proficiency</u>	<u>Rqmt Met?</u>	<u>Comp Exp Dt</u>
<i>Responder EmplID and Name removed for security</i>							
DIVS	Q	No	FITCAT	FITCAT	Arduous		09-MAR-2016
			ICS-100	ICS-100	Attained		
			ICS-200	ICS-200	Attained		
			ICS-300	ICS-300	Attained		
			IS-700	IS-700	Attained		
			IS-800	IS-800	Attained		
			RT-130	RT-130	Attained		09-MAR-2016
			DIVSCPX	DIVSCPX	Attained		
			DIVSTB	DIVSTB	Certified		
			S-339	S-339	Attained		
			S-390	S-390	Attained		
ENGB	Q	Yes	FITCAT	FITCAT	Arduous		09-MAR-2016
			ICS-200	ICS-200	Attained		
			IS-700	IS-700	Attained		
			RT-130	RT-130	Attained		09-MAR-2016
			RT-301BL	RT-301BL	Attained		27-MAY-2016
			ENGBTB	ENGBTB	Certified		
			FFT1	FFT1	Attained		
			S-230	S-230	Attained		
			S-290	S-290	Attained		

ORG/UNIT FULL DATA (C360) – NEW MARCH 2016

This report allows users to have access to responder data in a format that allows for better data analytics to occur. The Org/Unit Full Data (C360) report has seven (7) sub reports that can be ran and downloaded all data from a page/table to Excel for a single organization or multiple organizations associated to a Unit ID.

C360 Sub Reports	Responder Data From
Org/Unit Full Data - Competencies	Competencies
Org/Unit Full Data - Taskbooks	Position Task Book
Org/Unit Full Data - Training	Responder Training
Org/Unit Full Data - Experience	Experience by Responder
Org/Unit Full Data - Medical	Medical Exam
Org/Unit Full Data - Qualifications	Incident Qual Card
Org/Unit Full Data - License/Certifications	Licenses and Certificates

Once in Excel, the data can then be used for annual reviews, data analytics or other kind of data measurements needs. Any user well versed in using Excel, will likely find the C360 report very useful. Access to this report and responder data is controlled by roles and access permission.

Navigate to **Reports > Qualifications > Org/Unit Full Data (C360)**

- **Run By:** Org ID or Unit ID
 - **Organization ID.** Enter an Org ID for responder information within a specific organization.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Org/Unit Full Data - Comps	IQRPT360	SQR Report	Web	CSV	Distribution
<input type="checkbox"/>	Org/Unit Full Data - Taskbooks	IQRPT361	SQR Report	Web	CSV	Distribution
<input type="checkbox"/>	Org/Unit Full Data - Training	IQRPT362	SQR Report	Web	CSV	Distribution
<input type="checkbox"/>	Org/Unit Full Data - Experienc	IQRPT363	SQR Report	Web	CSV	Distribution
<input type="checkbox"/>	Org/Unit Full Data - Medical	IQRPT364	SQR Report	Web	CSV	Distribution
<input type="checkbox"/>	Org/Unit Full Data - Quals	IQRPT365	SQR Report	Web	CSV	Distribution
<input type="checkbox"/>	Org/Unit Full Data - Lic/Certs	IQRPT366	SQR Report	Web	CSV	Distribution

- **Report Content:** Data columns specific to the page/table of the identified report.
 - **Org/Unit Full Data – Competencies:**
 - Empl ID, Name, Org ID, Unit ID, Competency Code, Competency Code Description, Effective Date, Proficiency, Proficiency Translate, Expiration Date, Manual Award Flag, Manual Award Official, Name, Manual Award Reason (first 60 characters)
 - **Org/Unit Full Data – Taskbooks:**
 - Empl ID, Name, Org ID, Unit ID, Taskbook Set ID, Taskbook, Description, Initiate Date, Current Status, Current Status Translate, Expiration Date, Certified Indicator, Certifier ID, Certifier Name, Certify Date, Evaluation Sequence, Incident ID, Incident Number, Incident Description, Arrival Date, PTB Evaluation, PTB Evaluation Translate, Evaluation Date, Evaluator ID, Evaluator Name, Evaluator Phone, Write-in Evaluation Name, Write-in Evaluation Address, Write-in Evaluation Phone, Evaluation Notes (first 60 characters)
 - **Org/Unit Full Data – Training:**
 - Empl ID, Name, Org ID, Unit ID, Course Session Number, Course Title, Start Date, End Date, Attendance, Attendance Translate, Status Date, Training Reason, Training Reason Translate, Course Grade
 - **Org/Unit Full Data – Experience:**
 - Empl ID, Name, Org ID, Unit ID, Incident ID, Incident Number, Incident Name, Jobcode, Jobcode Description, Arrival Date, Operational Periods, Assign Status, Complexity, Complexity Translate Value, Size Class, Size Class Translate Value, Event Code, Event Code Translate Value, Fuel Type, Fuel Type Translate Value
 - **Org/Unit Full Data – Medical:**
 - Empl ID, Name, Org ID, Unit ID, Exam Type, Exam Type Translate, Medical Type, Medical Type Translate, Medical Clearance, Medical Clearance Translate Value, Baseline, Exam Date, Next Exam Date, Comments (first 60 characters)
 - **Org/Unit Full Data – Qualifications:**
 - Empl ID, Name, Org ID, Unit ID, Active/Inactive, Position Code, Position Description, Processing Set ID, Current Status, Current Status Translate, Certify Indicator, Certify Official, Certify Name, Print to Card Indicator, Send to ROSS Indicator, Priority, Attained Date, Currency Date, Admin Action Indicator, Admin Effective Date, Admin Effective Sequence, Admin Official ID, Admin Official Name, Admin Status, Admin Reason (first 60 characters)
 - **Org/Unit Full Data - License/Certifications:**
 - Empl ID, Name, Org ID, Unit ID, License Code, License Description, Issue Date, Expiration Date, License Number, Verified Indicator, Issued By, State, Country

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IFMP/FS-FPM (REPORTS > IFPM)

As of 2015, the USFS is the only agency that utilizes the IFPM Job Information tab in IQCS to track FS responders in FS-FPM positions. IFPM was fully implemented for the DOI fire agencies, and as a result, the BLM, BIA, FWS and NPS are no longer using IQCS to track IFPM responders.

- [IFPM Job Matching \(C303\)](#)
- [IFPM Position Quals \(C321\)](#)
- [IFPM Position Quals Sum \(C322\)](#)
- [Unqualified IFPM Emp'ls \(C305\)](#)

Access to qualification reports and responder data will be dependent on an individual user roles and permissions.

The examples of the reports in this section are run for FS000 responders only.

IFPM JOB MATCHING (C303)

Navigate to **Reports > IFPM > IFPM Job Matching (C303)**

- **Run By:** Org ID, Unit ID or Responder List
 - **Org ID.** Enter an Org ID for responder information within a specific organization.
 - Select 'Include Lower Level' to include Org IDs that are subordinate (fall under) the code entered.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.
 - **Responder.** Enter a single EmplID, or multiple EmplIDs, to return a report specific to the EmplID(s) entered.

- **Report Content:** Position, Job Task, Position Competency, Responder Competency, Comp Reason, Exp Dt, EmplID, Responder Name.

Incident Qualification and Certification System					
IFPM/FS-FPM Job Matching					
01020006 Madison Ranger District (includes lower levels)					
<u>Position</u>	<u>Job Task</u>	<u>Position Competency</u>	<u>Responder Competency</u>	<u>Comp Reason</u>	<u>Exp Dt</u>
<i>Responder EmplID and Name removed for security</i>					
SFF	T	FFT1 S-290	FFT1 S-290		
<i>Responder EmplID and Name removed for security</i>					
SFF	T	FFT1 S-290	FFT1 S-290		
<i>Responder EmplID and Name removed for security</i>					
SEOP	T	ENGB IC5/4CPX S-211	ENGB IC5/4CPX S-211		

IFPM POSITION QUALS (C321)

Navigate to **Reports > IFPM > IFPM Position Quals (C321)**

- **Run By:** Agency, Org ID, Unit ID or Responder
 - **Agency.** Enter a SetID for responder information within a specific agency.
 - **Org ID.** Enter an Org ID for responder information within a specific organization.
 - Select 'Include Lower Level' to include Org IDs that are subordinate (fall under) the code entered.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.
 - **Responder List.** Enter a single EmplID, or multiple EmplIDs, to return a report specific to the EmplID(s) entered.

The screenshot shows the 'IFPM Position Quals' report configuration window. At the top, there is a title bar with 'IFPM Position Quals' and a 'Run Control ID 1' label. Below the title bar, there are three tabs: 'Report Manager', 'Process Monitor', and 'Run'. The 'Run' tab is active. The main area is titled 'Enter Report Parameters' and contains three radio buttons for 'Run By': 'Agency' (selected), 'Org ID', and 'Unit ID'. Below these are three input fields: 'Agency' with the value 'FS000', 'IFPM Job', and 'Job Task'. Each input field has a magnifying glass icon to its right, indicating a search function.

- **Report Content:** EmplID, Age, Name, Org/Unit, QLD, FS-FPM Requirement(s)

IFPM POSITION QUALS SUMMARY (C322)

Navigate to **Reports > IFPM > IFPM Position Quals Sum (C322)**

- **Run By:** Agency, Org ID or Unit ID
 - **Agency.** Enter a SetID for responder information within a specific agency.
 - **Org ID.** Enter an Org ID for responder information within a specific organization.
 - Select 'Include Lower Level' to include Org IDs that are subordinate (fall under) the code entered.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.

- **Report Content:** IFPM Position, Prereq Comp, Number of Prereqs Met, Number of Prereqa Missing, Total Counts.

Incident Qualification and Certification System IFPM Position Quals Summary					
Agency: FS000					
<u>IFPM Position</u>	<u>Prereq Comp</u>	<u>Prereq Met</u>	<u>Prereq Missing</u>		
DZFMO H	UFPMHCPX	110		1	
	M-581	110		1	
		109	Comps Met	2	Comps Not Met
	Total Responders	111	109	Qualed	2 Not Qualed
DFTEC T	IC5/4CPX	146		0	
	FFT1	146		0	
		146	Comps Met	0	Comps Not Met
	Total Responders	146	146	Qualed	0 Not Qualed
FAFMO H	UFPMHCPX	43		0	
	M-581	43		0	
		43	Comps Met	0	Comps Not Met
	Total Responders	43	43	Qualed	0 Not Qualed

UNQUALIFIED IFPM EMPLOYEES (C305)

Navigate to **Reports > IFPM > Unqualified IFPM Empl's (C305)**

- **Run By:** Agency, Org ID, Unit ID or Responder
 - **Agency.** Enter a SetID for responder information within a specific agency.
 - **Org ID.** Enter an Org ID for responder information within a specific organization.
 - Select 'Include Lower Level' to include Org IDs that are subordinate (fall under) the code entered.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.
 - **Responder List.** Enter a single EmplID, or multiple EmplIDs, to return a report specific to the EmplID(s) entered.

- **Report Content:** Name (Responder), Age, Org/Unit, Empl Kind, IFPM (FS-FPM) Position, Job Tsk, Effective Date, Comp Missing, PTB Name, PTB Initiated, Last Experience.

Incident Qualification and Certification System Unqualified IFPM Employees										
Name	Age	Org/Unit	Empl Kind	IFPM Positn	Job Effective Tsk Date	Comp Missing	PTB Name	PTB Initiated	Last Experience	
	45	03010002/AZ-ASF CareerSea	EMLS	T	11-SEP-2014	IC4/3CPX	ICT4	12-MAR-2014	21-MAY-2014	
<i>Responder Names removed for security</i>	48	03020000/NM-CAF Career	DZAFM	H	11-JUN-2014	WFOHCPX	DIVS	07-JUL-2015	13-AUG-2003	
							DIVS	07-JUL-2015	13-AUG-2003	
							DIVS	07-JUL-2015	13-AUG-2003	
	34	03030002/NM-CIF CareerSea	SFF	T	28-APR-2015	FFT1 S-290	RXB2	27-MAR-2014		
	36	03040000/AZ-COF Temporary	SFF	T	05-JUL-2007	FFT1	FFT1	23-JUL-2015	31-JUL-2014	
	62	03040008/AZ-COF Casual	D2FMO	H	11-OCT-2009	M-581				

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NEEDS ANALYSIS (REPORTS > NEEDS ANALYSIS)

Short summaries of the Needs Assessment reports that compose this module are identified below. After gathering information from the local unit or organization to determine the numbers of resources needed to support an average annual fire load, IQCS can aid in analyzing future workforce staffing.

- [Time to Position \(C331\)](#)
- [Workforce Analysis Detail \(C163\)](#)

Access to need analysis reports and responder data will be dependent on an individual user roles and permissions.

TIME TO POSITION (C331)

Run the Time to Position report to identify the amount of time from the attainment of a specific competency and the attainment of a specific job code.

Navigate to **Reports > Needs Analysis > Time to Position (C331)**

- **Run By:** Agency, Org ID or Unit ID
 - **Agency.** Enter a Set ID for responder information within a specific agency.
 - **Org ID.** Enter an Org ID for responder information within a specific organization.
 - Select 'Include Lower Level Orgs?' to include Org IDs that are subordinate (fall under) the code entered.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID. Will only return responders you have access to.

- **Additional Parameters:**
 - **Run by Job Code.** Enter a position job code if you want to pull responder data for a specific qualification.
 - **Run by Job Family.** Enter a job family code if you want to pull qualification data for a specific job family (example: ICS, AA or TS).
 - **Show Details.** Select to show time to position specifics per responder who has attain the identified qualification.
 - **Show Summary Totals Only.** Select to return a summary of data for the identified qualification.
- **Content:** Detailed demographics of your workforce for selected parameters.

Incident Qualification and Certification System			
Time to Position Analysis: D-510 to EDSP			
Agency: BLM00			
EDSP	Total Responders with EDSP on Qual Card:	64	
	Total Responders with EDSP TB Cert Dt:	25	39 (with no TB)
	Total Responders with EDSP Exp:	19	45 (with no Exp)
	Total Responders with D-510 Effdt:	48	16 (with no D-510)
	Avg Diff in Years between D-510 and EDSP TB:	2.25	
	Avg Diff in Years between D-510 and EDSP Exp:	3.25	

WORKFORCE ANALYSIS DETAIL (C163)

The Workforce Analysis Detail Report focuses on a detailed description of the attributes of individual responders by position. This report will be helpful to managers to see a detailed snapshot of their workforce.

Navigate to **Reports > Needs Analysis > Workforce Analysis Detail (C163)**

- **Run By:** Agency, Org ID or Unit ID
 - **Agency.** Enter a Set ID for responder information within a specific agency.
 - **Org ID.** Enter an Org ID for responder information within a specific organization.
 - Select 'Lower Level Indicator' to include Org IDs that are subordinate (fall under) the code entered.
 - **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID.

- **Additional Parameters:**
 - **Job Family.** *Job Family or Position required for report.* Enter a specific job family (example: TS or ICS) to return all positions in that category.
 - **Position.** *Job Family or Position required for report.* Enter a position job code if you want to pull responder data for a specific qualification.
 - **Return only where Print to RC (Red Card) on.** Select to pull data only on those positions marked as 'Print to Card' at the responder's Incident Qual Card page.
 - **Show Position Prereqs.** Select to pull position requirements as identified on the Setup Role Comps control table.
- **Report Content:** Detailed Demographics of your workforce for selected parameters.

Incident Qualification and Certification System Workforce Analysis Detail												
Job Family: OFS Jobcode: ATVO OR-CBD Coos Bay District (returning only Quals printed to RC)												
Jobcd	Emplid	Responder	Org Id	Age	Kind	Day Job	Sal Plan	Grd	Stat	Admn	Prereqs	Complete Dt
<i>Responder EmplIDs and Names removed for security</i>												
			OR12000	31	CareerSea	0401	GS	04	Q	N	ATVO	07-JAN-2013
											RT-130	01-APR-2015
											ICS-100	29-SEP-2012
											IS-700	30-JAN-2007
			OR12000	33	CareerSea	0455	GS	05	Q	N	ATVO	07-JAN-2013
											RT-130	01-APR-2015
											ICS-100	29-SEP-2012
											IS-700	14-JUN-2007

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POSITIONS (REPORTS > POSITIONS)

- [List of Positions \(C66\)](#)
- [Position Qualification Criteria \(C94\)](#)

Access to position reports will be dependent on an individual user roles and permissions.

LIST OF POSITIONS (C66)

This report lists all the Responder Position Codes by Functional Area in the system.

Navigate to **Reports > Positions > List of Positions (C66)**

- **Run By:** Agency, Functional Area and/or Position Category
- **Additional Parameters:**
 - **Functional Area.** Enter a specific functional area (example: DISP, LOGS or PLAN) to return all positions in that category. Leave blank to return all functional areas.
 - **Position Category.** Enter a specific position category (example: ICS, WF or TS) to return all positions in that category. Leave blank to return all position categories.
- **Report Content:** Position Code, Title, Functional Area, Position Category, Sponsoring Agency, Event Code, Fitness Level, and the Catalogue (policy document).

POSITION QUALIFICATION CRITERIA (C94)

This report allows the user to print the entire set of qualification criteria for a single position, including the list of other positions that maintain currency for the selected job.

Navigate to **Reports > Positions > Position Qual Criteria (C94)**

- **Run By:** Agency and Position
 - **Agency.** Enter agency SetID of policy guide, e.g. NWCG0, FS000, or AH000. Your owning agency may have specific position criteria.
 - **Position.** Enter a specific job code or leave blank to see all positions under that policy guide.



- **Content:** SetID (of Policy), Functional Area, Job Code and Title, Documentation Reference, Activity Areas, Required Fitness Level, Currency Period, Taskbook Effective Date, Prerequisite Training, Prerequisite Experience, and Positions that Provide Currency.

Incident Qualification and Certification System Position Qualification Criteria	
Agency:	FS000 FAL2 Intermediate Faller
Func Area	OPS
Position	FAL2
Description	Intermediate Faller
Source Ref	FSFAQG
Activity Area	
Fitness Level	Arduous
Currency	003 Years
Taskbook	Y
Effective Dt	01-OCT-2014
<u>Prerequisite Training:</u>	
FAL2LC	Interm Faller Certification
RT-130	Fire Safety Refresher
S-212	Wildland Fire Chain Saws
<u>Prerequisite Experience:</u>	
FAL3	Basic Faller
<u>Positions that Provide Currency:</u>	
FAL2	Intermediate Faller

SYSTEM SETUP (REPORTS > SYSTEM SETUP)

Access to system setup reports will be dependent on an individual user roles and permissions.

AGENCY HIERARCHY (C87)

This report will print out the agency organization codes, as they are listed in IQCS, in a hierarchical format. The report will also include any identified IQCS Org IDs.

Navigate to **Reports > System Setup > Agency Hierarchy (C87)**

- **Run By:** Agency or Agency and Department ID (Org ID)
- **Report Content:** Org ID , Org Description (Name), Manager Name and Manager Phone

Incident Qualification and Certification System Agency Heirarchy			
Agency: BIA00			
<u>Org Id</u>	<u>Description</u>	<u>Manager</u>	<u>Phone</u>
AAA00000	Great Plains Region		Not Listed
AAA00341	Flandreau Santee Sioux Tribe		Not Listed
AAA01100	Cheyenne River Agency		Not Listed
AAA09100	Sisseton Agency		Not Listed
AAA11100	Turtle Mountain Agency		Not Listed
BBB00100	Southern Plains Regional Director		Not Listed
BBB07100	Pawnee Agency		Not Listed
BBB08100	Shawnee Field Office		Not Listed
CCC51201	Blackfeet Tribe		Not Listed
EEE03100	Fairbanks Field Office		Not Listed
EEE00100	Alaska Regional Director		Not Listed
FFF52100	Red Lake Field Office		Not Listed
FFF55100	Great Lakes Agency		Not Listed