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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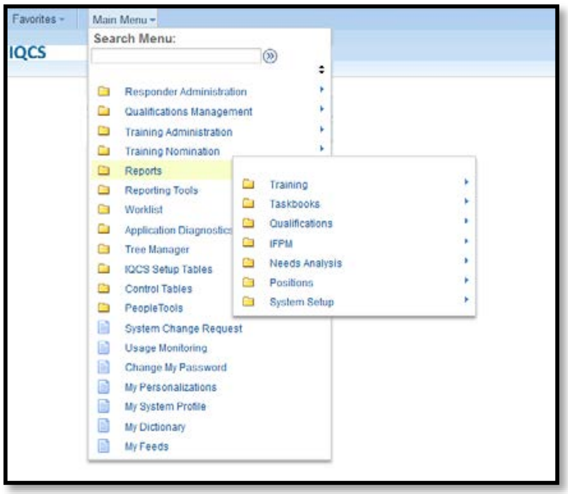
REPORTS IN IQCS



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 are 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 what reports are available to each role by referring to the Role Matrix 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.

- A Run Control ID used to identify report parameters. 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 (example: 1) 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 created by clicking on the **Add a New Value** tab at the top of the search page.
- 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.

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.

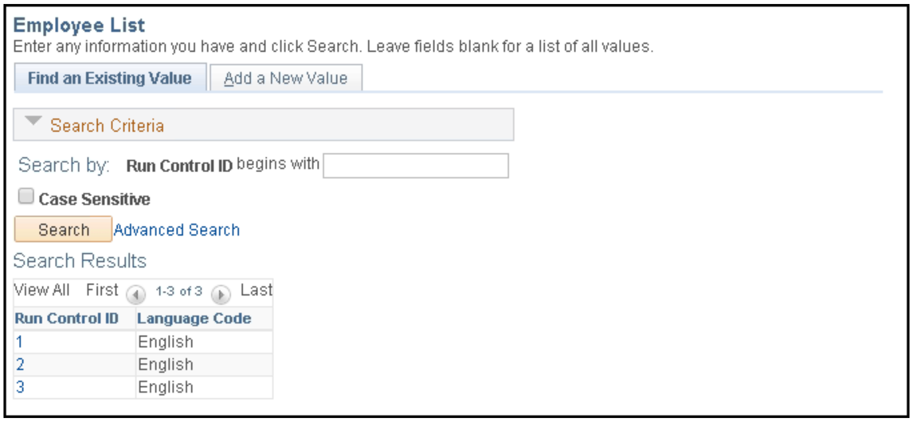
You can save a Run Control ID as a generic name and edit the parameters each time you run a report. Alternatively, you can save multiple, specifically named Run Control IDs and use each one for a unique purpose. For example, you could create a specific Run Control ID that identifies a group of employee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

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.

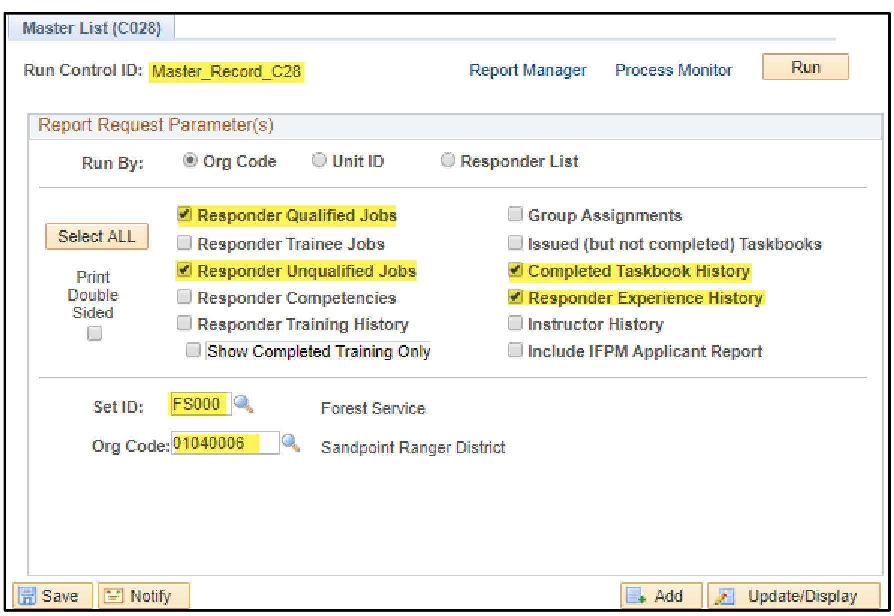
To delete your run control ids, submit a help desk ticket. Keep in mind, the delete process for run control id's deletes all your run control ids.

Instructions – Creating/Using Run Controls

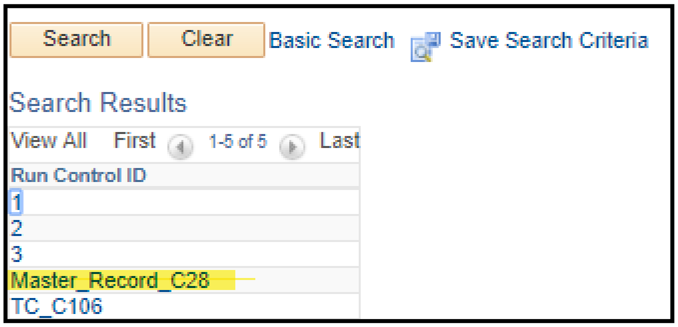
1. Navigate to the report you wish to run.
2. Click on "Search" for previously saved Run Controls



3. Select the **Add a New Value** tab to create a new Run Control
4. In 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' for ease of reusing it each time and just changing the parameters or a meaningful name for a report that you routinely run
5. Click the **Add** button. The report screen will appear, with one or more fields where you select the search criteria for the report. This example shows using a Run Control that you will likely use over and over.



6. Select the parameters you are most likely to use for this report
7. Click the **Save** button
8. The next time you need to run this report:
    - Go to the Report area
    - Click the Search Button



    - Select your Run Control
    - Make changes if necessary to the selection criteria (save or don't based on preference)
    - Run the 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

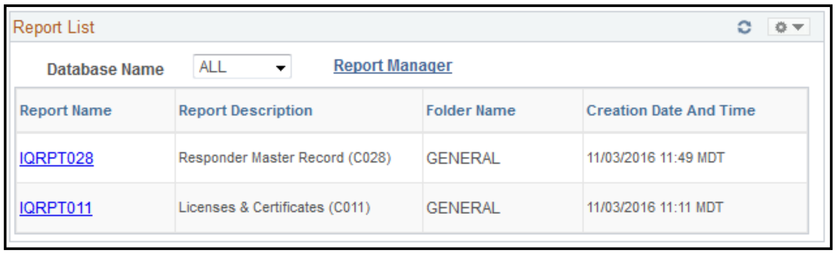
1. Navigate to **Reports** and select report you wish to run.
2. The first screen is the Run Control Search Page.
3. You can create a new Run Control or leave the Run Control ID field blank and click the **Search** button for a list of available run controls you have created.
4. Once a Run Control ID 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 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 be modified and saved as a spreadsheet to your local or network drive.

8. Click the **OK** button to initiate processing of the report, 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.

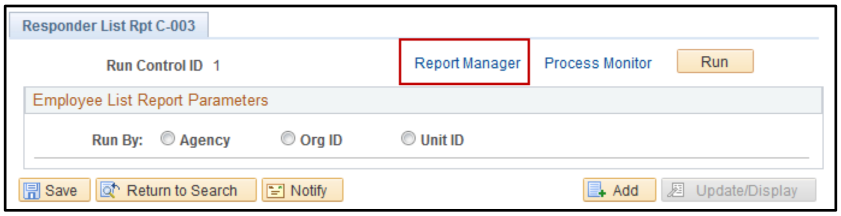
Methods for Viewing Completed Reports

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

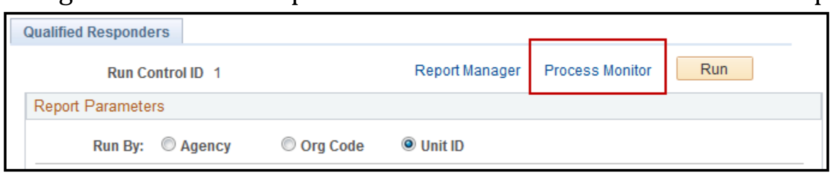
- Using the Reports Pagelet on your IQCS home page. Instructions are found in Module 2, Navigating the IQCS.



- Using the Report Manager launched from the Run Control page.



- Using Process Monitor processes launched from the Run Control 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

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.

- ❑ Navigate to the reports
- ❑ Choose a report
- ❑ Run control-search or create a new one
- ❑ Specify parameters and values for the report
- ❑ Click save-if you want to save the settings for future use
- ❑ Click run
- ❑ Choose delivery method (commonly used are email or web)
- ❑ Choose report format (pdf or csv)
- ❑ Click ok to return to the parameters page
- ❑ To view the report
  - Click on the report manager link or the home link (top right corner of page)
  - Report will post to your reports pagelet upon completion
    - Click on the refresh button occasionally until the report is posted
  - 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, Task Books, 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.

TRAINING (REPORTS >TRAINING)

The training reports in IQCS are organized into six (6) categories. Depending on your roles and permissions, you may not see all of the reports listed.

Administration

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

Instructors

- Qualified Instructors (C144)

Course Sessions

- Course Session Contacts (C130)
- Training Roster (C126)
- Cert of Completion (C231)
- Name Tags and/or Name Tents (C210 - C212)
- Address Labels (C220)
- Course Sign-In Sheet (C200)
- Training Officer Contact Information (C248)
- Session Roster to Excel (C251)

Responders

- Training Assessment (C401)
- Responder Fitness Expire (C26)
- Course Taken/Not Taken (C170)
- Fitness Test Summary (C27)
- Expiring Recurrent Training (C48)
- Licenses and Certificates (C11)

Nomination Workflow

- Nom WF Nominees: PDF (C242)
- Nom WF Nominees: CSV (C243)

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.

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

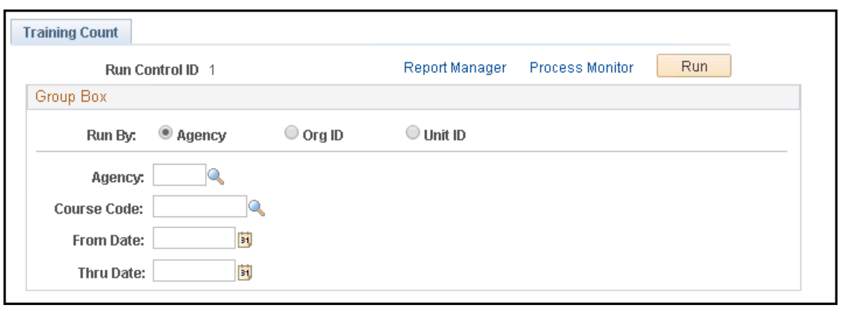
Access to administrative training reports and responder data will be dependent on an individual user roles and permissions.

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)**

- Select or create a Run Control ID
- **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.

- o **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), Agency, Org Code, or Unit(based on selection), EmplID, Name (Responder Name), Date (Date of Status), Status (Enrollment Status), Location City and State

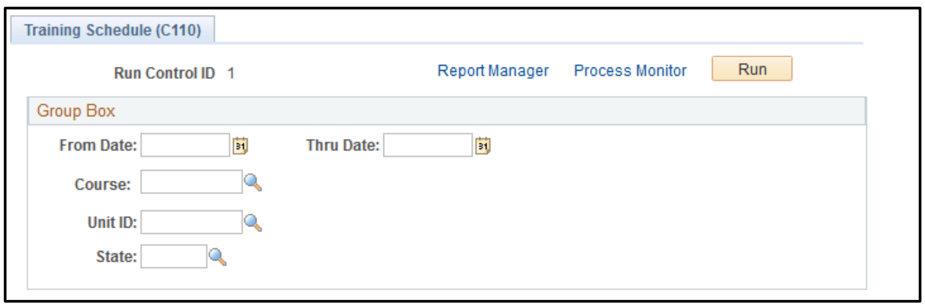
- **Output options:** PDF or CSV (for creating spreadsheets)

TRAINING SCHEDULE (C110)

This report will return data for course session training schedule. The report parameters can be set for 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)**

- Select or create a Run Control ID
- **Run By:** From Date, Thru Date, Course, Unit ID, State.



- **Parameters:**
    - o **From Date.** *Required to pull data, if not entered report will be blank.* Indicate the start (begin) date for report data.
    - o **Thru Date.** *Required to pull data, if not entered report will be blank.* Indicate the thru (end) date for report data.
    - o **Course.** Enter a course code to return course session schedule information for a specific course.
    - o **Unit ID.** Enter a Unit ID to return course session schedule information for a sponsor unit.
    - o **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).

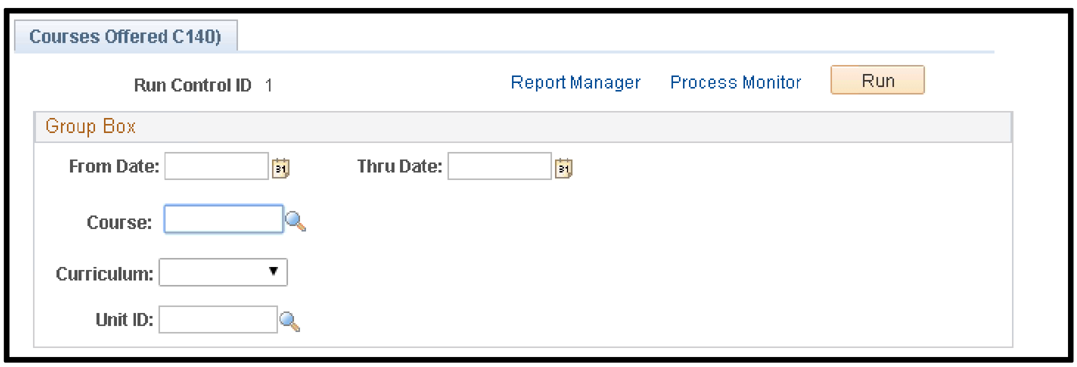
- **Output options:** PDF or CSV (for creating spreadsheets)

Number 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 (C140)**

- Select or create a Run Control ID
- **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.
- **Output options:** PDF or CSV (for creating spreadsheets)

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)**

- Select/create a Run Control ID
- **Run By:**
  - **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.
- **Output options:** PDF or CSV (for creating spreadsheets)

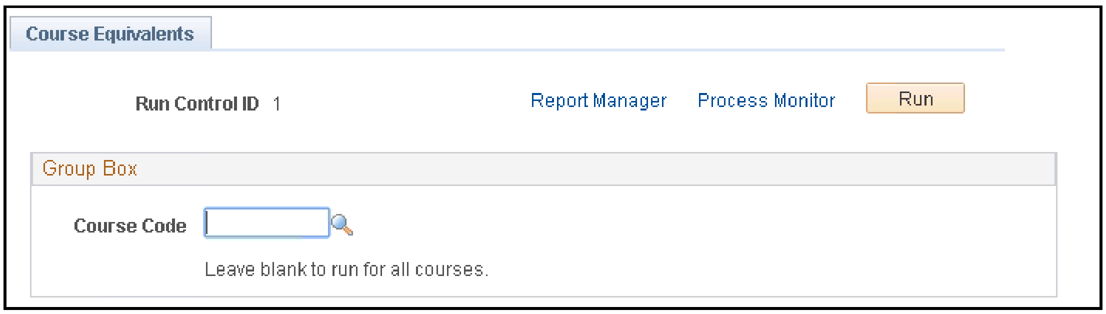
COURSE EQUIVALENCY (C119)

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 courses, identified as equivalent.

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

- Select or create a Run Control ID
- **Run By:** Course Code
    - o **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
- **Output options:** PDF or CSV (for creating spreadsheets)

COURSE LIST (C402)

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)**

- **Run By: None.**
- **Report Content:** Course (Code), Title (Course), Status, Course Type, Creation Date, Internal/External, Course (Manager Code) and Manager (Course Manager Title).
- **Output options:** CSV (for creating spreadsheets)

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)

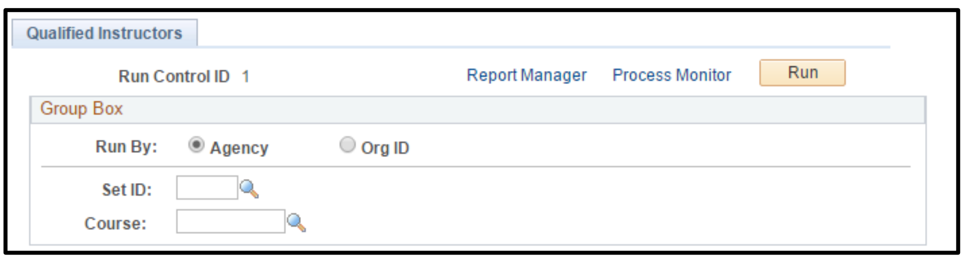
Access to instructor reports will be dependent on an individual user roles and permissions.

Qualified Instructors (C144)

This report presents instructors listed in IQCS 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)**

- Select or create a Run Control ID
- **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.
    - **Org Code.** *Available only when run by Org Code is selected.* Enter Org Code 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.
- **Output options:** PDF or CSV (for creating spreadsheets)

COURSE SESSION REPORTS (REPORTS >TRAINING >COURSE SESSIONS)

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

- Course Session Contacts (C130)
- Training Roster (C126)
- Cert of Completion (C231)
- Name Tags and/or Name Tents (C210 - C212)
- Address Labels (C220)
- Course Sign-In Sheet (C200)
- Training Officer Contact Information (C248)
- Session Roster to Excel (C251)

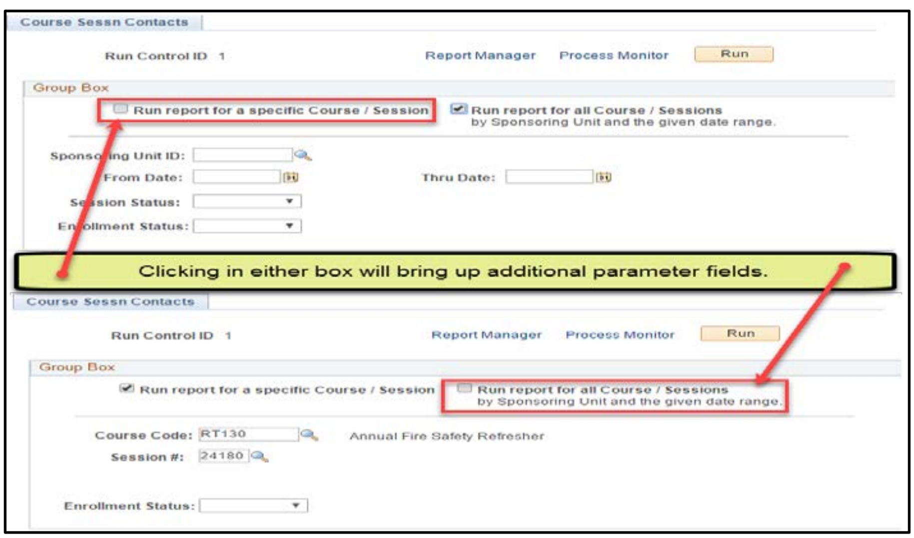
Access to course session training reports and responder data will be dependent on an individual user roles and permissions.

COURSE SESSION CONTACTS (C130)

This report runs a report on those individual that can enroll students in course sessions.

Navigate to **Reports > Training > Course Sessions >Course Sessions Contacts (C130)**

- Select or create a Run Control ID



- **Run By:** All Course/Sessions
  - **Sponsoring Unit ID.** Enter Unit ID of sponsoring unit.
  - **From Date – Thru Date.** Enter date range.
  - **Session Status.** Select Active from provided choices.
  - **Enrollment Status.** Select Enrollment Status from provided choices.

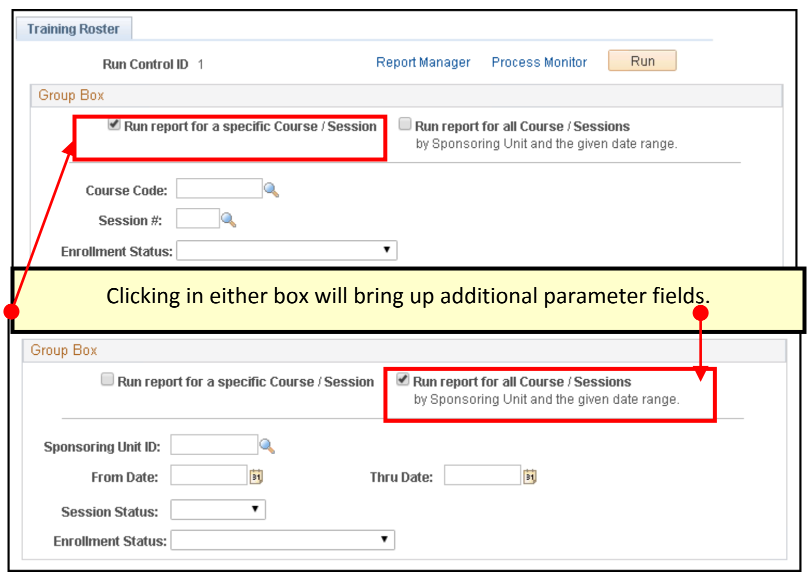
- **Run by:** Specific Course/Session
    - **Course Code**. Look up or enter the course code for the session.
    - **Session #**. Look up or enter the specific course session number.
    - **Enrollment Status.** Select Enrollment Status from provided choices.
    - **Report Content:** Course, Session, Sponsor Unit, City, State, Start Date, End Date, Instructor, Coordinator, Coordinator Phone Number.
- **Report Content:** Course, Session, Sponsor Unit, City, State, Start Date, End Date, Instructor, Coordinator, Coordinator Phone Number.
- **Output options:** PDF or CSV (for creating spreadsheets)

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.



- **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 - Thru Date**. *Available only when for all Course/Sessions is selected.* Identify the from (start) and 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 ID, Student Unit ID, Student Enrollment Status.
- **Output options:** PDF or CSV (for creating spreadsheets)

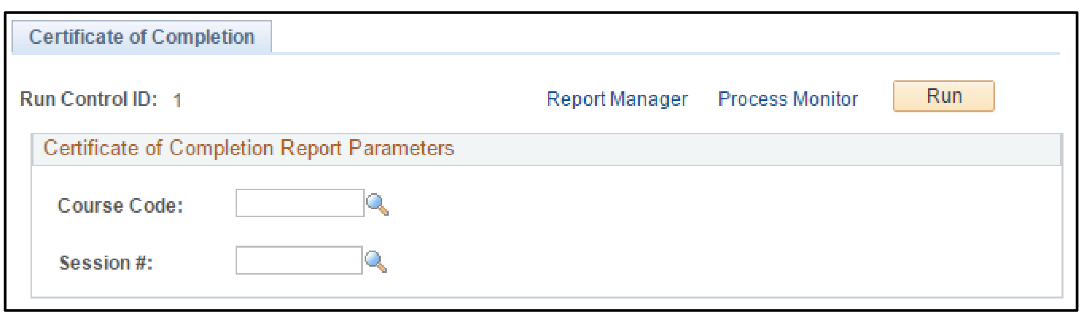
CERT OF COMPLETION (C231)

This report prints NWCG completion certificates for course sessions managed in IQCS. Only those responders whose 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)**

- Select or create a Run Control ID
- **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.



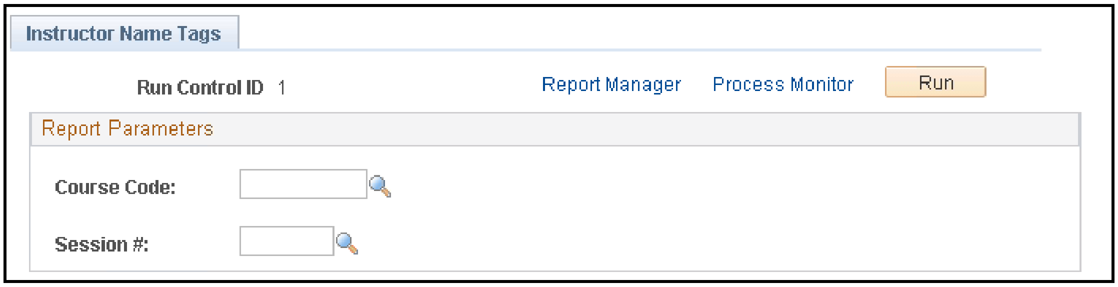
- **Report Content:** Student Name, Student EmplID, Course Code, Course Title, Course Session Number, Course Session Coordinator Name, Course Session Start Date, Course Session End Date, Course Session Lead Instructor, Course Session Sponsor Unit ID and Name, Course Session Location.
  - **Output options:** Prints to NFES 1272 PMS 921-1

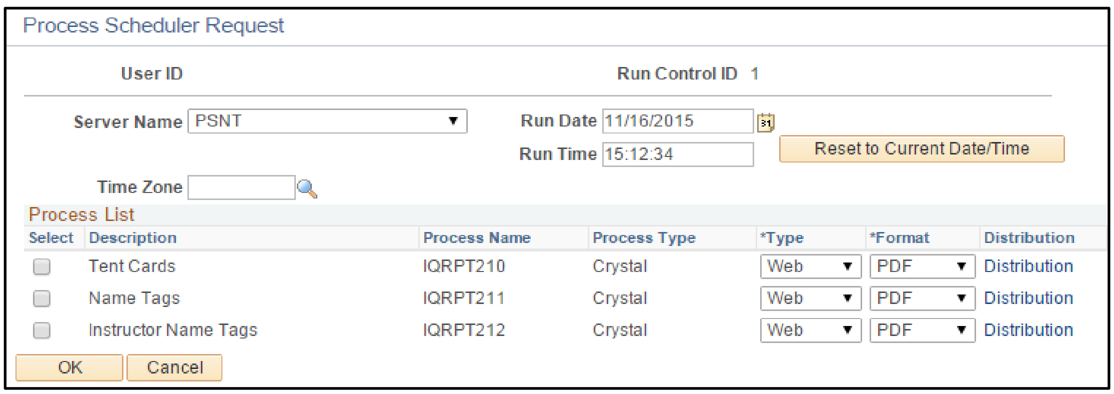
Name Tags and/or Name Tents (C210 - C212)

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.





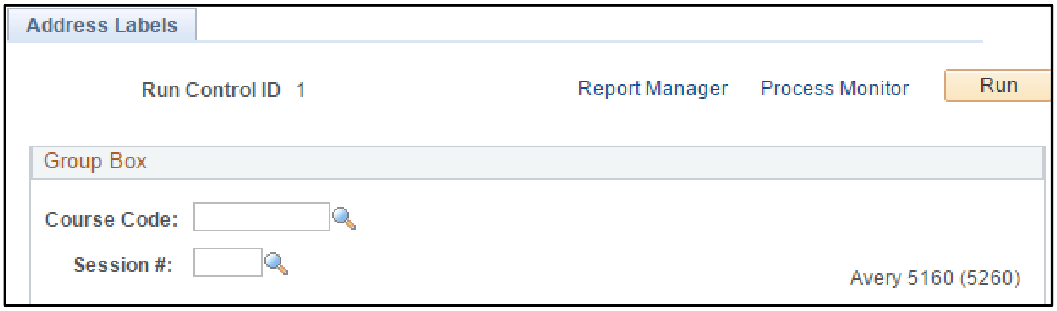
- **Report Content:** Course Code, Student/Instructor Name, Program, Instructor Level.
- **Output options:**

Address Labels (C220)

This report generates Avery 5160 (5260) address labels for responders registered in a course.

Navigate to **Reports** > **Training** > **Course Session >Address Labels (C220)**

- Select or create a Run Control ID



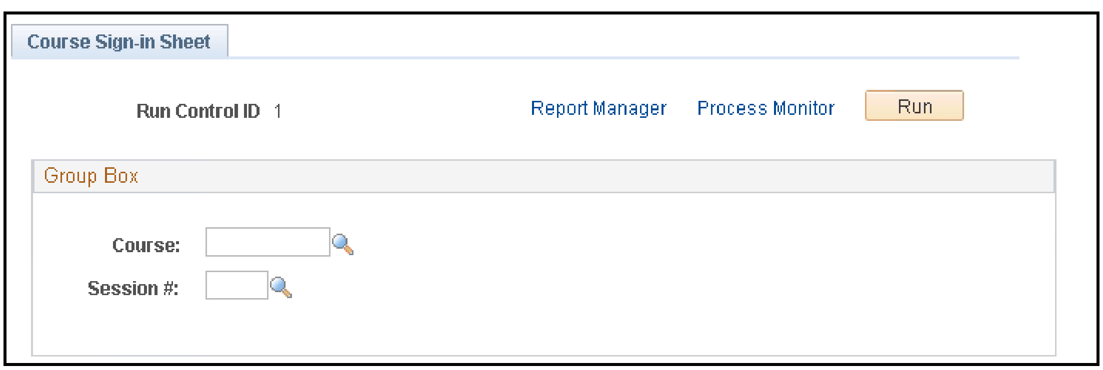
- **Run by:** Course Code and Session Number
  - **Course Code**. Look up or enter the course code for the session.
  - **Session #**. Look up or enter the specific course session number.
- **Report Content:** Student Name, Street Address, City, State, Zip Code.
- **Output** options: Avery 5160 (5260) address labels

Course Sign-In Sheet (C200)

This report create a 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.

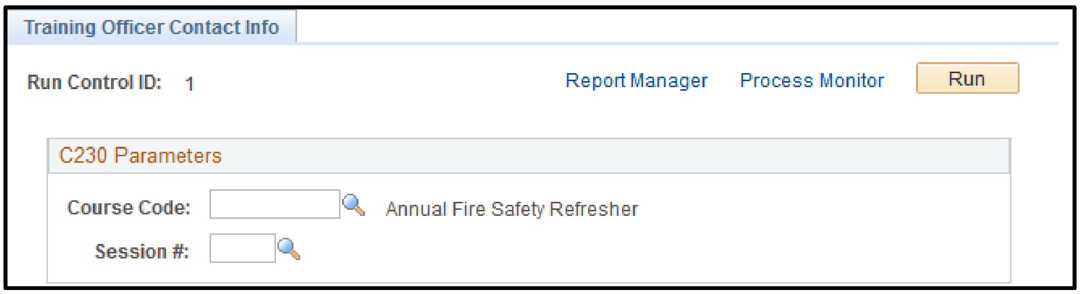
- **Output** options: PDF with lines for signing in

Training Officer Contact Information (C248)

This report shows the training officer for each student enrolled in a course. The report provides the student name, training officer name, email addresses, Unit ID, and phone number for the Training Officer. This report will only return results where a course has enrolled students.

Navigate to **Reports > Training > Course Sessions>Trng Offcr Contact Info (C248)**

- **Run By:** Course Code and 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:** Course Code, Course Session, Date, Student Name-Status-Email-Unit ID, Training Officer Name-Email-Phone Number.
- **Output** options: PDF or CSV (for spreadsheets)

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.

- **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.
- **Output** options: **CSV** (for spreadsheets)

Responder Training Reports (Reports > Training > Responders)

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

- Training Assessment (C401)
- Responder Fitness Expire (C26)
- Course Taken/Not Taken (C170)
- Fitness Test Summary (C27)
- Expiring Recurrent Training (C48)
- Licenses and Certificates (C11)

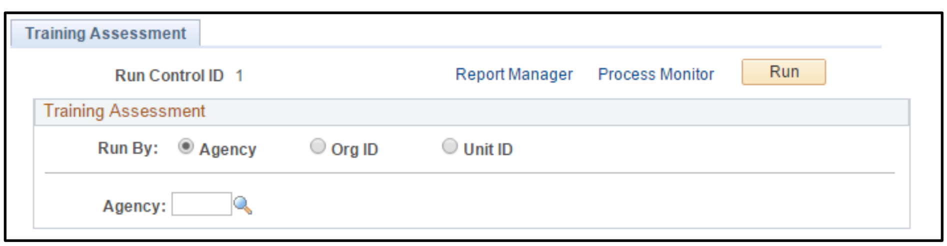
Access to responder training reports and data will be dependent on an individual user roles and permissions.

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)**

- Select or create a Run Control ID
- **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), Agency, Org ID, or Unit ID (based on selection), Position, Trainee, Training Needed, and Subtotal for Course Code.

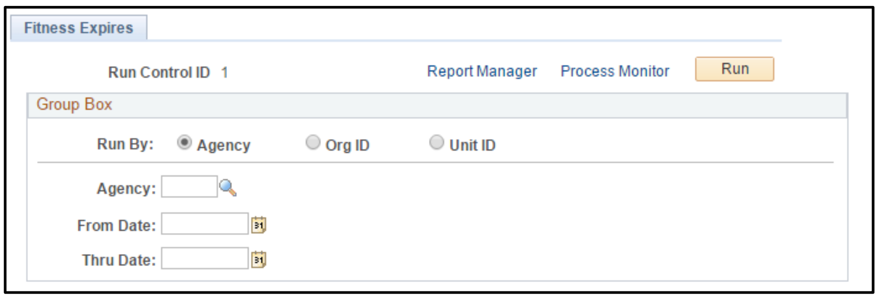
- **Output** options: PDF or **CSV** (for spreadsheets)

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)**

- Select or create a Run Control ID
- **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' 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.



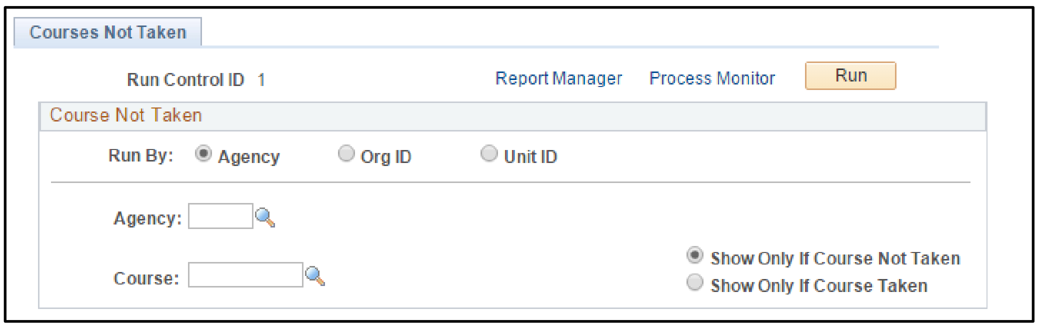
- **Additional Parameters:**
    - **From Date.** Identify the from (start) date for report data.
    - **Thru Date.** Identify the thru (end) date for report data.
- **Report Content:** EmplID, Responder Name, Fitness Level, Agency, Org Code, or Unit ID(based on selection), Fitness Expire Date, Refresher (RT-130) Expire Date
- **Output** options: PDF or **CSV** (for spreadsheets)

Course Taken/Not Taken (C170)

The "Course Taken/Not Taken" report provides 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 <u>regardless of qualification requirements</u>.**

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

- Select or create a Run Control ID
- **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.



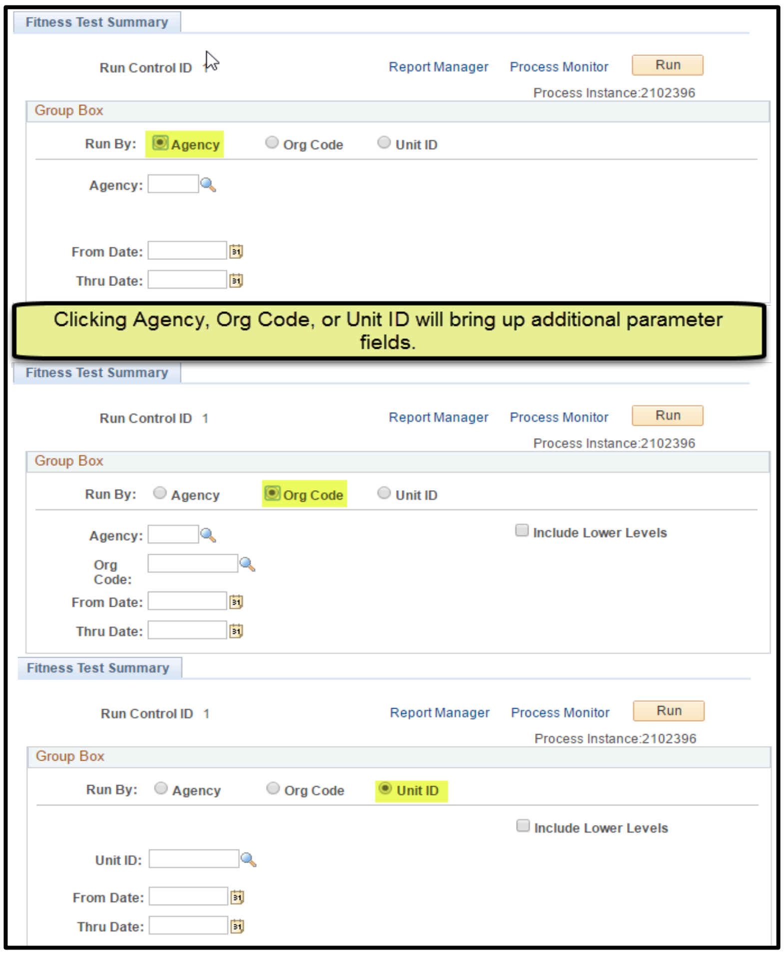
- **Additional Parameters:**
    - **Course.** Look up or enter the course code.
    - **Show Only If Courses Not Taken.** Select to display responders who have not taken the identified course; do not have course identified as completed on their Responder Training page.
    - **Show Only If Course Taken.** 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, Agency, Org ID, Unit ID (based on selection), Last Course Date (if ran by taken)
- **Output** options: PDF or **CSV** (for spreadsheets)

Fitness Test Summary (C27)

The Fitness Test Summary report shows number of responders with Arduous, Moderate, and Light fitness categories in the specified time frame.

Navigate to **Reports** > **Training** > **Responders** > **Fitness Test Summary (C027)**

- Select or create a Run Control ID
- **Run By:** Agency, Org ID or Unit ID
  - **Agency.** Enter a SetID and a date range.
  - **Org ID.** Enter a SetID, Org ID, and date range.
  - **Unit ID.** Enter a Unit ID and a date range. Lower levels on Unit ID?



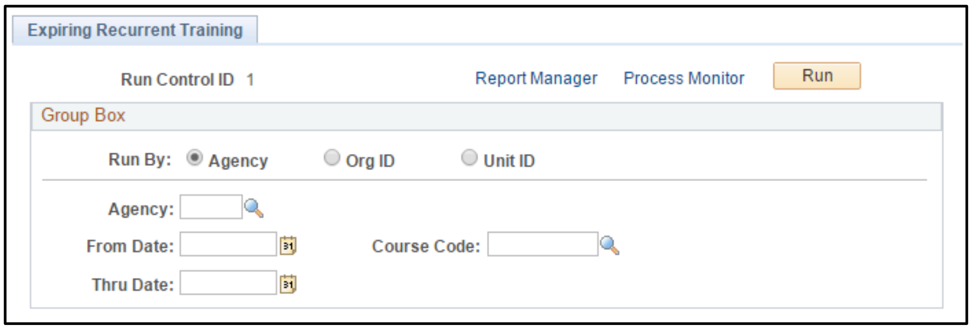
- **Report Content:** Agency, Unit ID, or Org ID, Totals in each category of fitness level
- **Output** options: PDF or **CSV** (for spreadsheets)

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 affects.

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

- Select or create a Run Control ID
- **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.



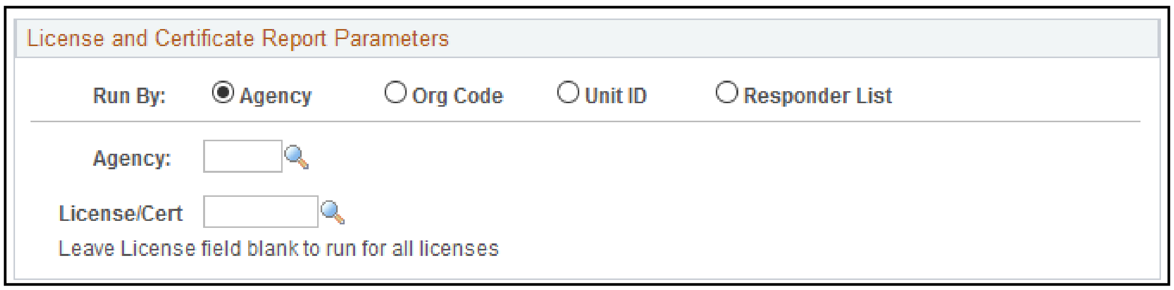
- **Additional Parameters**:
    - **From Date.** Identify the from (start) date for report data.
    - **Thru Date.** Identify the thru (end) date for report data.
    - **Course Code**. Look up or enter the course code a specific course code. If left blank, a blank report will be returned.
- **Report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

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)**

- Select or create a Run Control ID
- **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.
    - **License/Cert**. Enter a licenses/certificate code to pull responder data for specific licenses or certificate.



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

NOMINATION WORKFLOW REPORTS (REPORTS > TRAINING > NOMINATION WORKFLOW)

In this section, we cover how to run and interpret the nomination workflow reports which identify the responders who have been nominated for course sessions. The two reports will return the same data but can be either run as PDF or CSV (Excel).

- Nom WF Nominees: PDF (C242)
- Nom WF Nominees: CSV (C243)

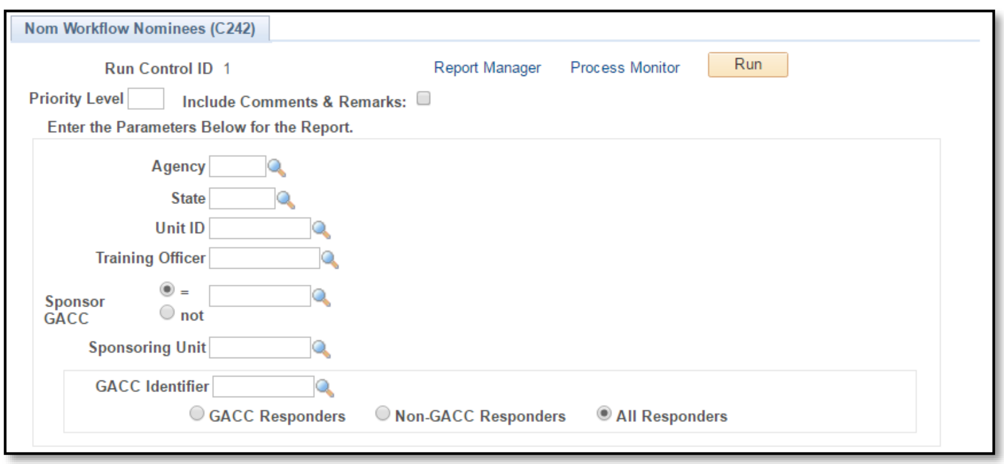
Access to responder training reports and data will be dependent on an individual user roles and permissions.

NOM WF NOMINEES: PDF (C242) CSV (C243)

C242 is a report formatted to return a PDF list of responder who have been nominated for course session. C243 is a report formatted to return a CSV file. Make sure CSV format is selected on the Process Scheduler Request page. On the Run Control page, multiple parameter combinations can be selected to format the data of the report.

Navigate to **Reports** > **Training** > **Nomination Workflow** > **Nom WF Nominees: PDF (C424)**

- Select or create a Run Control ID
- **Run By:**
    - **Priority Level:**
    - **Include Comments & Remarks:**
    - **Agency:** Enter a SetID for responder information within a specific agency.
    - **State:** Enter state code
    - **Unit ID:** Enter Unit ID
    - **Training Officer:** Enter training officer
    - **Sponsor GACC:** Enter the geographical area
    - **GACC Identifier:** Choose one
        - **GACC Responders**
        - **Non-GACC Responders**
        - **All Responders**



- **Report Content:** EmplID, Name, Priority Level, Agency, Unit, Unit Name. CSV file includes Comments and separate columns for Priority Level.

Task Books (Reports > Task Books)

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

- Task Book Summary (C104)
- Responder Task Books (C005)
- Task Book Evaluation (C150)

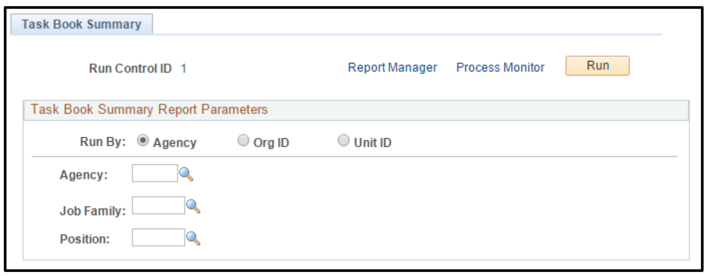
Access to task book reports and responder data will be dependent on an individual user roles and permissions.

TASK BOOK SUMMARY (C104)

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

Navigate to **Reports** > **Task Books** > **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.



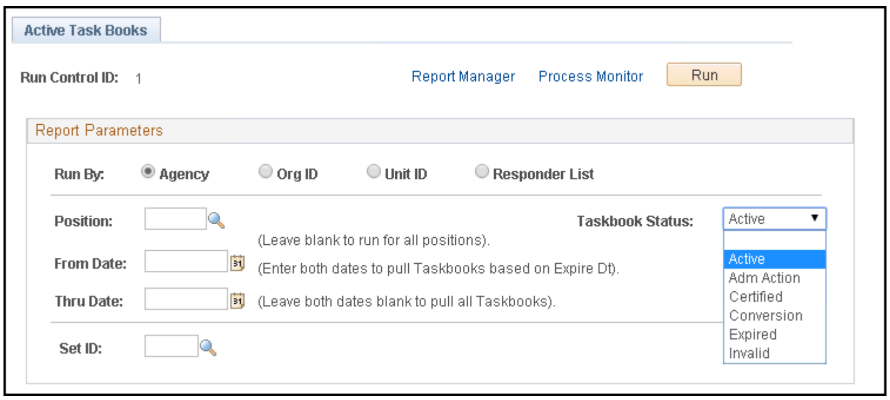
- **Additional Parameters:**
    - **Job Family.** Selecting the Job Family allows you to run the report for all jobs in an ICS functional area (Operations, Logistics, Plans, etc.). Leaving blank to return all job families.
    - **Position.** Identify a specific position, or leave blank for all position 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

Responder Task Books (C005)

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** > **Task Books** > **Responder Task Books (C005)**

- **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 task books for an individual or group of individuals.

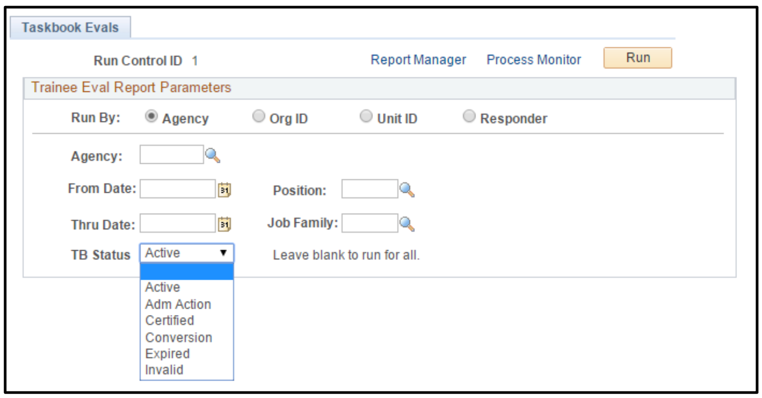
- **Report Content:** EmplID, Responder Name, Org ID, Job Family, Taskbook code, Status, Initiation Date, Certify Date, Expiration Date and Responder Employment Kind.

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 task book 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 task book.

Navigate to **Reports** > **Task Books** > **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.
    - **Task Book Status**. Select a specific TB status of to see all task books for an individual or group of individuals, select the blank row in the TB 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.

QUALIFICATIONS (REPORTS > QUALIFICATIONS)

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

- Responder Master Record (C28)
- Responder List (C003)
- FS EmpowHR List (C325)
- Responder to Role Match (C302)
- Responder Position Currency (C45)
- Responder Detail Experience (C153)
- Responder Experience Summary (C152)
- Qualified Master List (C050)
- Qualification/Competencies Justifications (C333)
- Licenses and Certificates (C11)
- Org/Unit Full Data (C360)

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

Responder Master Record (C28)

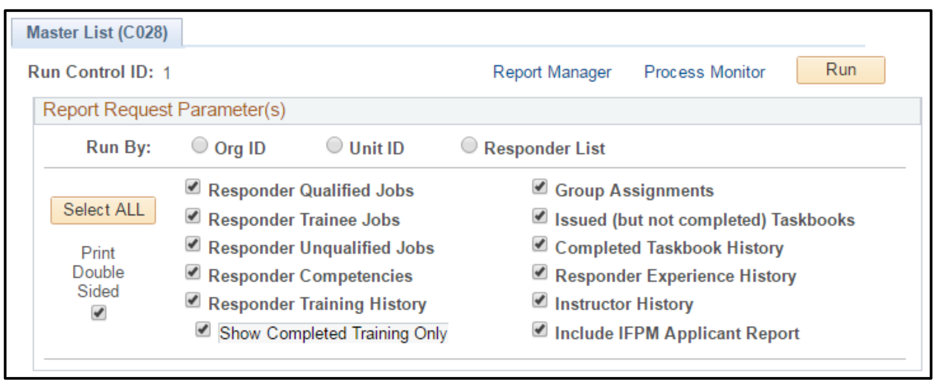
This report provides the responder, supervisor, certifying official, and managers a source of information for managing the responder's file and qualifications. The responder's records are consolidated on the Responder Master Record report.

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.

The Responder Master Record (C028) report 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)**

- Select or create a Run Control ID
- **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.
- **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.
- **Include IFPM Application Report**. Shows all the positions a responder has attained and the courses they have completed that meet IFPM requirements.

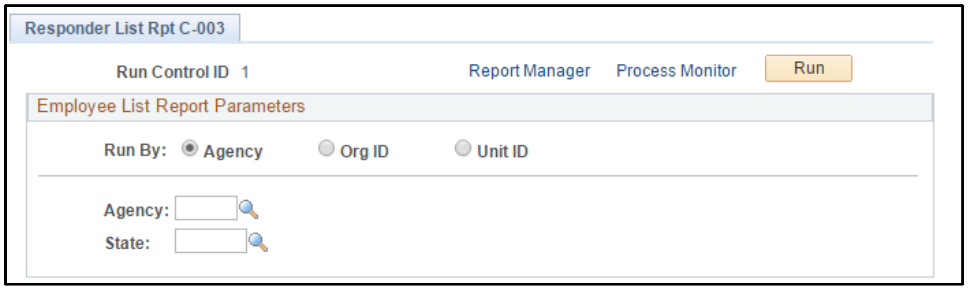
- **Report Content:** Various depending on the selection made and the **Run By** option selected.

Responder List (C003)

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 (C003)**

- **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.



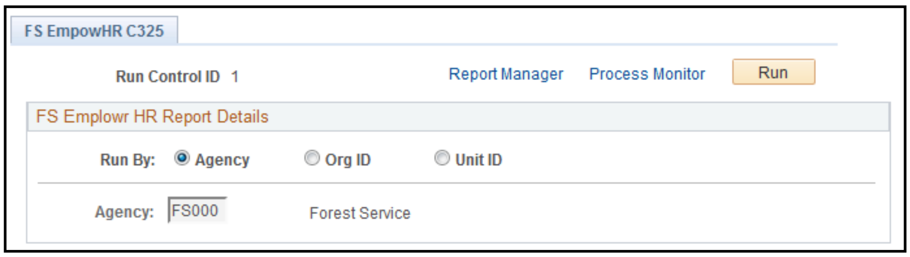
- **Report Content:** EmplID, Name, Employment Type, the Date of Last Incident Experience, the last Incident Position held, the identified primary qualification and the secondary (subordinate) qualifications.
    - Last Experience is pulled from the Experience by Responder page.
    - Type is the Employment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

FS EmpowHR List (C325)

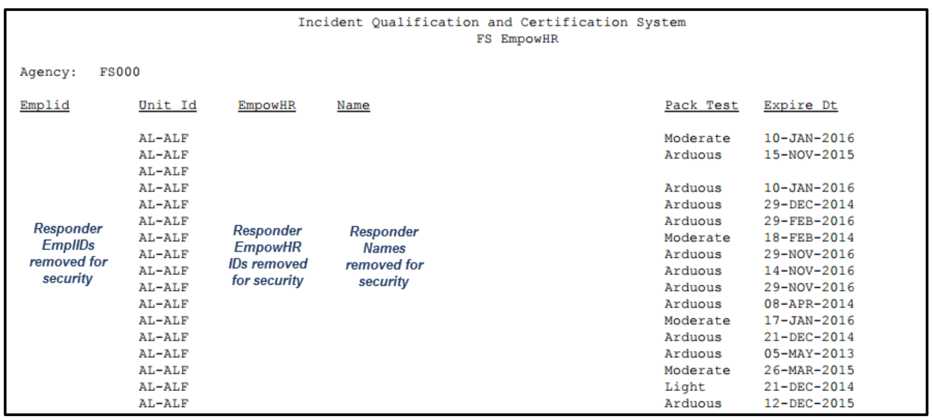
Run this **Forest Service** only report to view responders and the FS EmpowID that has been added to their Job Data page.

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

Emplid	Unit Id	EmpowHR	Name	Pack Test	Expire Dt
	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

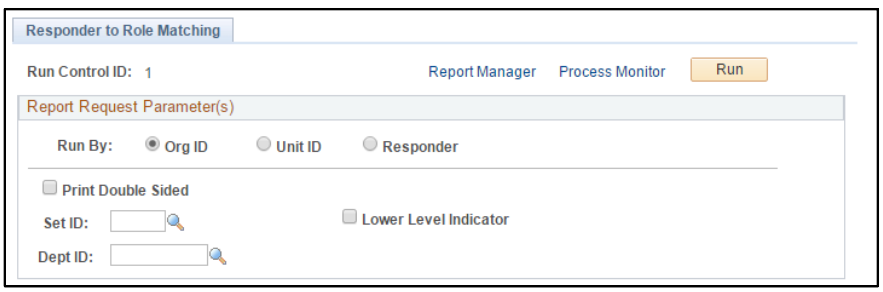
Responder to Role Match (C302)

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.



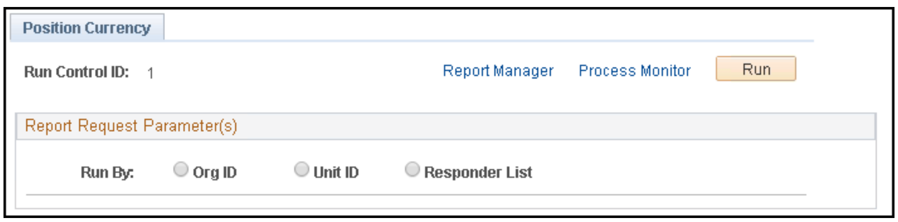
- **Report Content:** Position Code, Position Status, Admin Action presence, required competencies, competencies and proficiency, and expiration date.

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)**

- Select or create a Run Control ID
- **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.

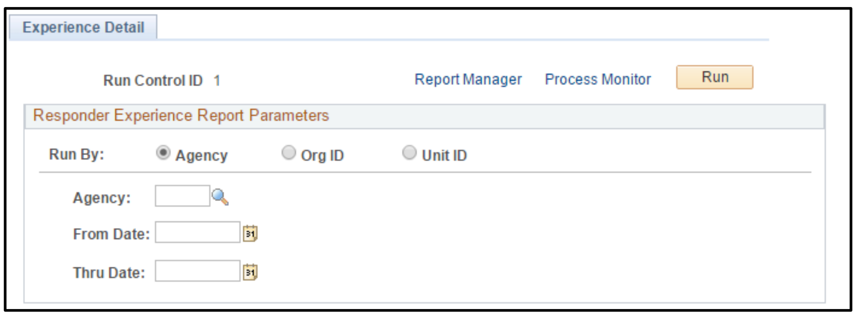
Responder Detail Experience (C153)

This report provides a detailed view of the incident experiences for 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** > **Responder Detail Exper (C153)**

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



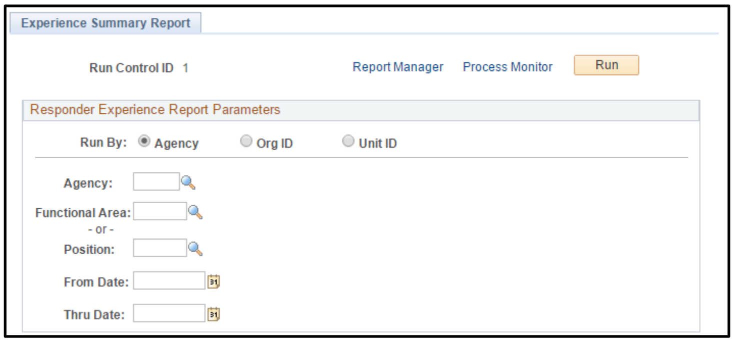
- **Additional Parameters:**
    - o **From Date**. Indicate the start (begin) date of the responder experience.
    - o **Thru Date**. Indicate the thru (end) date of the responder experience.
- **Report Content:** Job Code and Name; EmplID and Name; Incident Number, Name and Incident Size; and Operational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

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.



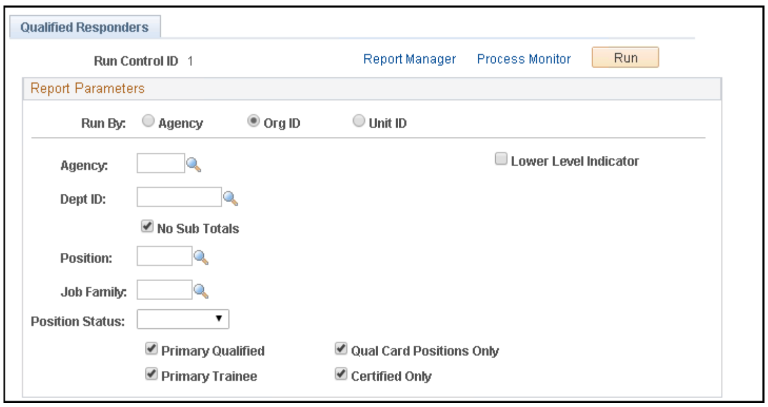
- **Additional Parameters**:
    - **Functional Area**. Enter a specific functional area (example: ops) to return all positions in that category.
    - **Position**. Identify a specific position, or leave blank for all position codes.
    - **From Date**. Indicate the start (begin) date of the experience 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).

Qualified Master List (C050)

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 (C050)**

- **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

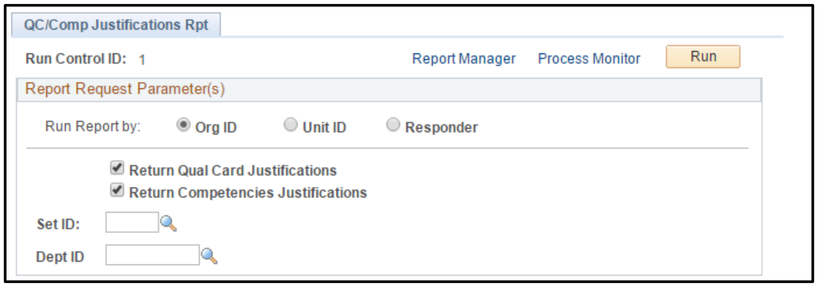
Func Area	Job Code	Org Id	Emplid	Name	Stat	Currency Expire Dt	Curr Expd	Group Member	Primary Qual	Primary Trn
CMD	AREP	06060000			Q	20-JAN-2020			THSP	
CMD	AREP	06060001			Q	20-JUN-2017			THSP	EMTB
CMD	AREP	06060006			Q	27-AUG-2020			THSP	
CMD	ICT3	06060005			Q	02-SEP-2020			CRWB	ICT5
CMD	ICT3	06060009		Responder EmplIDs	Q	23-JUN-2020			ATVO	CREP
CMD	ICT3	06060005		and Names removed	Q	13-SEP-2020			CRWB	ENOP
CMD	ICT3	06060006		for security	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

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.



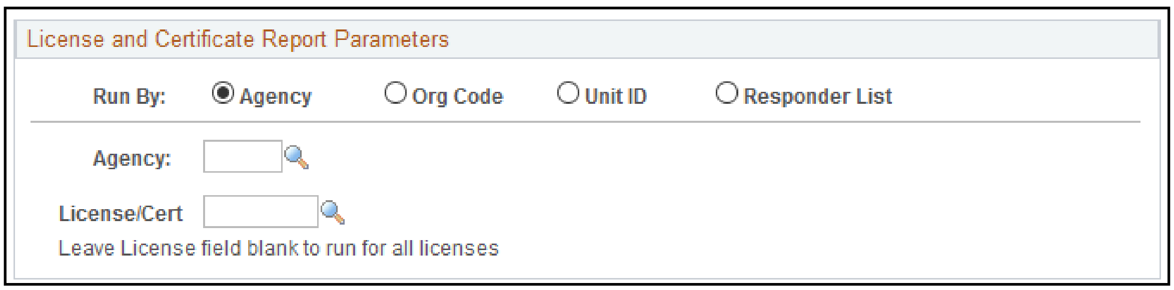
- **Additional Parameters**:
  - **Set ID**. *Available only when Org ID is selected.* Enter/select agency code (FS000, BLM00, FWS00, etc.).
  - **Dept ID**. *Available only when Org ID is selected.*
  - **Group ID**. *Available only when Responder List is selected.* Enter a Group ID to return a justifications 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.

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 license or certificate.



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

Org/Unit Full Data (C360)

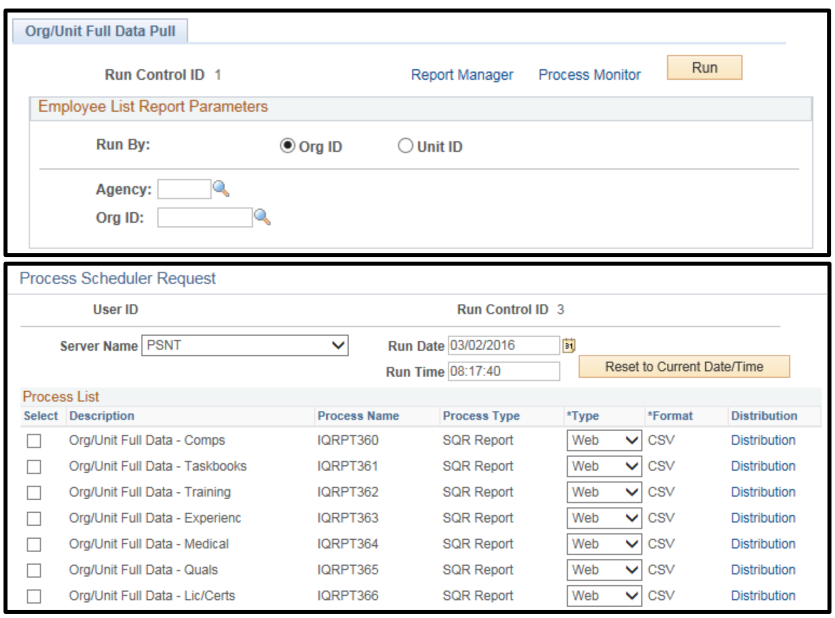
This report allows users to have access to responder data in a format that allows for better data analytics to occur. The Org/Unit Full Data (C360) report has seven (7) sub reports that can be ran and downloaded.

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.

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.


Org/Unit Full Data Pull

Run Control ID 1 Report Manager Process Monitor Run

Employee List Report Parameters

Run By: Org ID Unit ID

Agency:

Org ID:

Process Scheduler Request

User ID Run Control ID 3

Server Name PSNT Run Date 03/02/2016

Run Time 08:17:40 Reset to Current Date/Time

Process List

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

- **Report Content:** Various depending on the sub report selection(s) made.

IFMP/FS-FPM (Reports > IFPM)

As of 2015, the USFS is the only agency that utilizes the IFPM Job Information tab in IQCS to tract 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 Empl'S (C305)

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

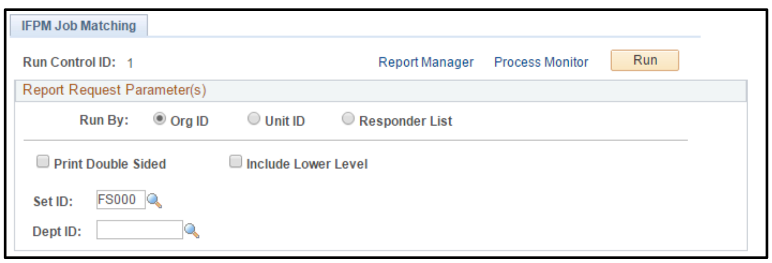
The examples of the reports in this section are run for FS000 responders only.

IFPM Job Matching (C303)

As of 2015, the USFS is the only agency that utilizes the IFPM Job Information tab in IQCS to tract 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.

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

- Select or create a Run Control ID
- **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.



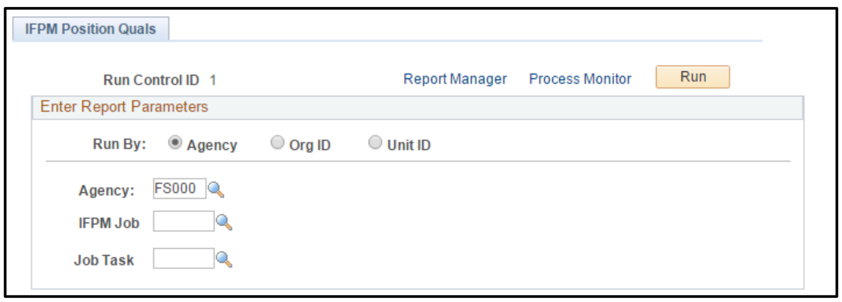
- **Report Content:** Position, Job Task, Position Competency, Responder Competency, Comp Reason, Exp Dt, EmplID, Responder Name.

IFPM Position Quals (C321)

As of 2015, the USFS is the only agency that utilizes the IFPM Job Information tab in IQCS to tract 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.

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

- Select or create a Run Control ID
- **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.



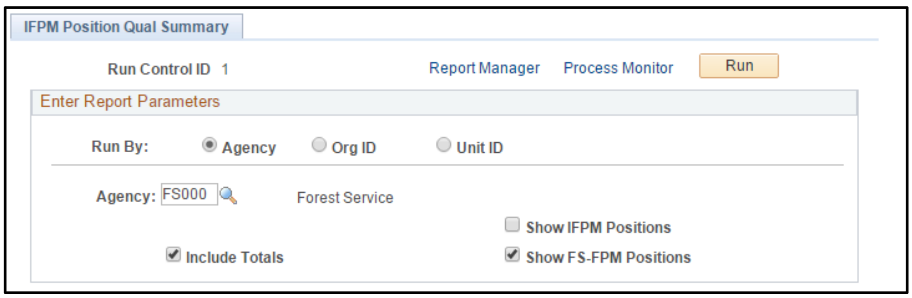
- **Report Content:** EmplID, Age, Name, Org/Unit, QLD, FS-FPM Requirement(s)

IFPM Position Quals Summary (C322)

As of 2015, the USFS is the only agency that utilizes the IFPM Job Information tab in IQCS to tract 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.

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

- Select or create a Run Control ID
- **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.



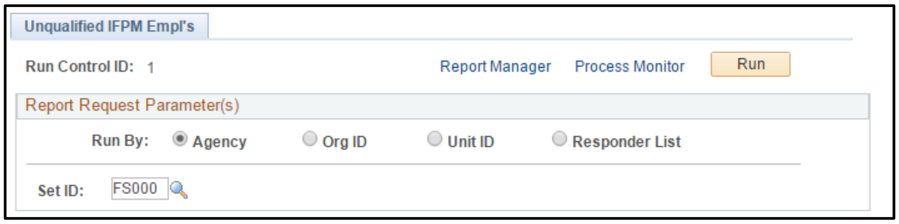
- **Report Content:** IFPM Position, Prereq Comp, Number of Prereqs Met, Number of Prereqs Missing, Total Counts.

Unqualified IFPM Employees (C305)

As of 2015, the USFS is the only agency that utilizes the IFPM Job Information tab in IQCS to tract 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.

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

- Select or create a Run Control ID
- **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.

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.

- Workforce Analysis Detail (C163)
- Time to Position (C331)

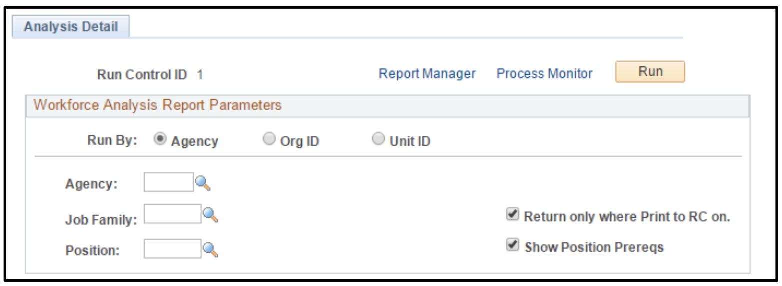
Access to need analysis reports and responder data will be dependent on an individual user roles and permissions.

WORKFORCE ANALYSIS DTL (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 snap shot of their workforce.

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

- Select or create a Run Control ID
- **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.



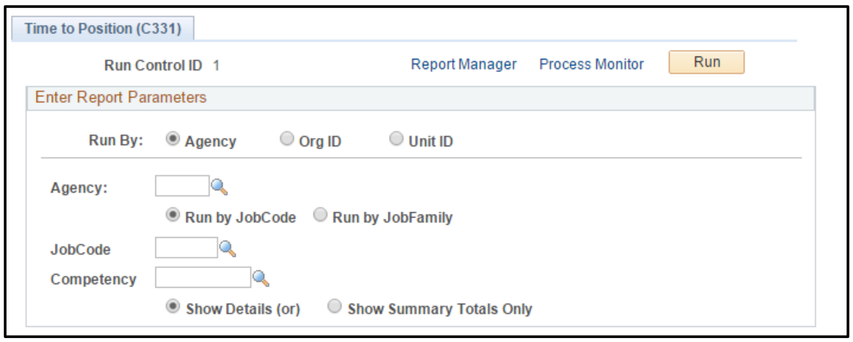
- **Additional Parameters**:
  - **Job Family.** *Job Family or Position required for report.* Enter a specific job family (example: TS or ICS) to return all positions in that category.
  - **Position.** *Job Family or Position required for report.* Enter a position job code if you want to pull responder 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.
- **Output** options: Optimized for PDF, **CSV with a few header modifications**

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)**

- Select or create a Run Control ID
- **Run By:** Agency, Org ID or Unit ID
    - o **Agency**. Enter a Set ID for responder information within a specific agency.
    - o **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.
    - o **Unit ID.** Enter a Unit ID for responder information within a specific Unit ID. Will only return responders you have access to.



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

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** >**Position List (C66)**

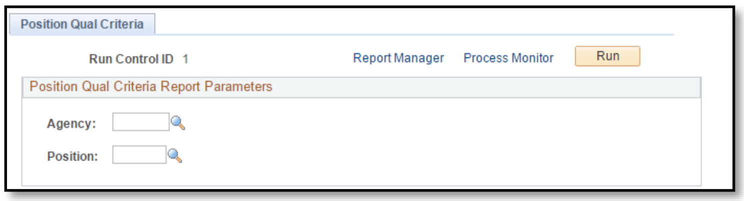
- Select or create a Run Control ID
- **Run By:** Agency, Functional Area and/or Position Category
- **Additional Parameters**:
  - **Functional Area**. Enter a specific functional area (example: DISP, LOGS or PLAN) to return all positions in that category. Leave blank to return all functional areas.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

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.



- **Report Content:** SetID (of Policy), Functional Area, Position, Description, Source Reference, Activity Areas, Fitness Level, Currency Period, Taskbook Effective Date, Prerequisite Training, Prerequisite Experience, and Positions that Provide Currency.

  Output options: PDF

System Setup (Reports > System Setup)

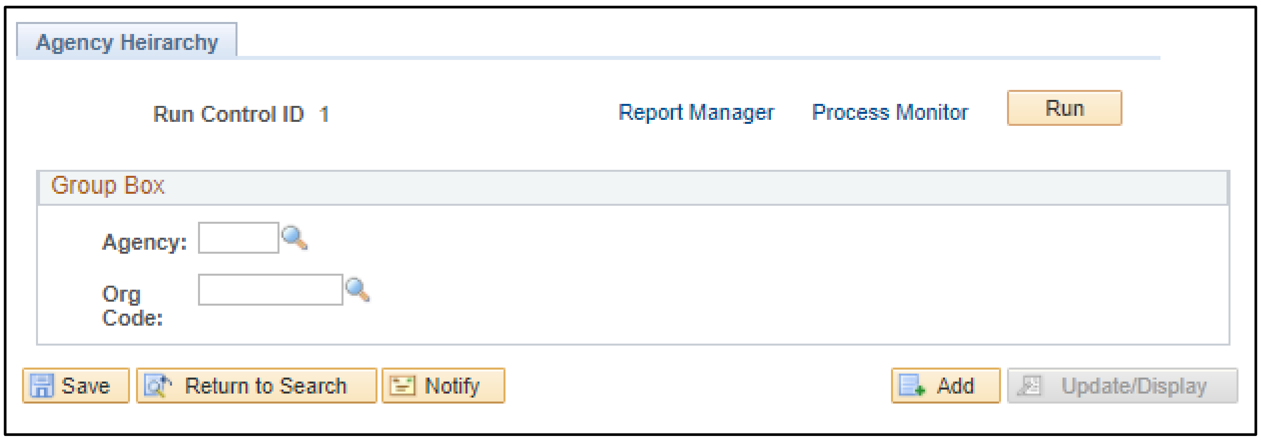
Access to system setup reports will be dependent on an individual user roles and permissions.

Agency Hierarchy (C87)

This report will print out the agency organization codes, as they are listed in IQCS, in a hierarchical format.

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

- Select or create a Run Control ID
- **Run By:** Agency or Agency and Org Code



- **Report Content:** Level (Lvl) Org Code, Org Description
- **Output** options: PDF or **CSV** (for spreadsheets)