Quick Navigator

NEW ACCOUNT

- Workforce Administration>Increase Workforce>Hire Employee
  - Includes AD employees
- Workforce Administration>Increase Workforce>Add Non-Employee
  - For non-IQCS partner agencies (States, private, municipal)
  - To add students for rosters, certificates, enrollment purposes
  - Instructors from the private sector, state and other non-fed agencies, etc.

UPDATE PERSONAL INFORMATION

- Workforce Administration>Personal Information>Biographical>Update Personal Information
  - Update name, address

UPDATE RESPONDER'S JOB INFORMATION

- Workforce Administration>Job Information>Job Data
  - Change work location
  - Change work status (for Regular job)
  - Transfer account to another agency or organization
  - Transfer to INAC (which IS an organization code/ID)
  - Share account with another Account Manager (Home/Host)

ADD INCIDENT EXPERIENCE

- Workforce Administration>Responder Information>Experience by Incident
  - Add multiple employees' experience on a single incident
- Workforce Administration>Responder Information>Experience by Employee
  - Add multiple incident experiences for a single employee.

INCIDENT DATA SETUP

- Workforce Administration>Responder Information>Incident Setup
  - Find existing incidents in database
  - Add new incidents to database
  - Necessary BEFORE you can add experience or Task Book "position performance" evaluation records for your employees.

Quick Navigator

POSITION TASK BOOKS

- Workforce Administration>Responder Information>Position Task Book
    - Initiate new PTB on first tab
    - Add evaluation/final evaluator info after experience has been entered.
    - PTB certification on second tab (if you're authorized)

VIEW RESPONDER'S COMPETENCIES

- Workforce Development>Track Person Competencies>Competencies
    - Competency Assignment Tab to view 'assigned competencies'
    - Competency Rating Tab to view fitness level attained and date
    - Add Technical Specialist jobs to person's records here
    - Update fitness and refresher individually (not using Session Admin.).
- Workforce Development>Track Person Competencies>Licenses and Certifications
    - To view or add special license data to the person's record
- Workforce Development>Track Person Competencies>Training
    - To view complete training history (not in summary form)
    - Also can add training courses to a person's records here.
- Workforce Development>Competency Management>Incident Qualification Card>Responder Summary History
    - View all competencies, training, experience, task books, and instructor history for individual responders.
    - Summary views of almost everything about your org's employees.
    - Quick and easy way to print (Internet Explorer: File>Print) the same information that's included in the Employee Master Record, C-028.

TROUBLESHOOTING

- Workforce Development>Competency Management>Match Competencies to Roles>Cluster Match & Competency Match tabs
    - Person to Role: view various positions for one person; shows what's required and what they're missing, one job code at a time.
    - Role to Person: view one position for one or more persons

INCIDENT QUALIFICATION CARD (Red Card)

- Workforce Development>Competency Management>Incident Qualification Card>Incident Qualification Card
    - Quick view of all qualified and trainee jobs for an individual
    - Select, prioritize & certify jobs to print on the Card
    - Apply administrative actions ('overrides') directly from here

Quick Navigator

PRINT QUALIFICATION CARD (Red Card)

- Workforce Development>Competency Management>Incident Qualification Card> Incident Qual Card Print

IRDP (Incident Responder Development Plan)

- Workforce Development>Career Planning>Prepare Evaluation/Career Plan

TRAINING ADMINISTRATION

ENTERPRISE LEARNING MENUS

SET UP COURSE SESSIONS

- Enterprise Learning>Define Course/Cost Details>Course Sessions
  - Add a session of a course
  - Choose course location, instructors
  - Review or assign equipment list for course
  - Review, modify, print course agenda (if established)

ADD INSTRUCTORS, TRAINING ROOMS, ETC

- Enterprise Learning>Define Training Resources

TRAINING SUMMARY for a RESPONDER

- Enterprise Learning>Result Tracking>Responder Training Summary

SUMMARY OF A COURSE SESSION

- Enterprise Learning>Result Tracking>Review Session Summary

ENROLLING STUDENTS

- Enterprise Learning>Student Enrollment>Course Session Enrollment
  - Full course and student details, single course
  - Can enroll single student or multiple students
- Enterprise Learning>Student Enrollment>Rapid Session Administration
  - To enroll multiple students in a single course
- Enterprise Learning>Student Enrollment>Student Training

- Enroll a single employee in multiple courses, full details
- Enterprise Learning>Student Enrollment>Quick Enrollment
  - Enroll a single student in multiple courses, limited details

COMMON REPORTS

A few of the more useful reports for Account Managers are listed below.

Since these are reports, they have to be run before you can view the results.

EMPLOYEE LIST

- Workforce Administration>Responder Information>Employee List (C-3)
  - Lists all employees in your 'account' with Employee ID
  - Includes top 5 Qualifications, top 2 trainee jobs
  - Can print for an Organization Code or Unit ID

EMPLOYEE MASTER RECORD

- Workforce Administration>Responder Information>Employee Master Record (C-028)
  - All the qualifications data for an individual responder.
  - Can be printed for individuals or entire units (Org Code or Unit ID)

INCIDENT QUALIFICATION CARD

- Workforce Development>Competency Management>Incident Qualification Card>Reports>Incident Qual Card Print
  - You must first set up the card on the Incident Qualification Card component, located immediately above this choice in this menu.
  - Cards can be printed by individual, list of individuals, Unit ID, Organization Code, and Agency.

IRDP (Incident Responder Development Plan)

- Workforce Development>Career Planning>Prepare Evaluation/Career Plan>Reports>Responder Development Plan
  - This is another one you must set up first, using the 'Create Career Plan' link in the same component.

Quick Navigator

TRAINING ROSTER

- Enterprise Learning>Student Enrollment>Reports>Training Roster
  - Gives you a PDF roster you can post anywhere
  - Course specific, of course
- Rosters can also be captured as Excel spreadsheets at the various enrollment screens.
- Enterprise Learning>Student Enrollment>Reports>Course Enrollment
  - This gives you a sign-in roll sheet for a course, with all course details in the header and spaces for the number of enrolled students.

TRAINING SUMMARY FOR A RESPONDER

- Enterprise Learning>Result Tracking>Review Training Summary
  - This is the onscreen view, but you can download an Excel spreadsheet with the information from this screen.
- Enterprise Learning>Training Reports>Student Training History
  - This is the PDF version of the training summary for a responder

EXPERIENCE SUMMARY FOR A RESPONDER

- Workforce Administration>Responder Information>Reports>Employee Master Record (C-028)
  - Currently this report gives all or nothing. Working on allowing sections (training, qualified jobs, trainee jobs, experience, etc) to be printed separately.
- Workforce Administration>Responder Information>Experience by Employee>Experience Summary tab
  - Lists all recorded incident (and other) experience in the employee's data
  - Can be downloaded as an Excel spreadsheet

NAME CARDS, NAME TAGS, ADDRESS LABELS

- Enterprise Learning>Define Course/Cost Details>Reports

RESPONDER MEDICAL HISTORY

- Workforce Monitoring>Health and Safety>Record Medical Exam Results>Reports>Responder Medical History
  - For planning, lists medical clearances and next exam date for employees in an Org Code and Unit ID.