



ROSS Module Summary

Import

Job Description	Start Time	Status	User Name	Email Notification
Import for CO-RMC resources	03/22/2005 20...	Pending	EMCCORM...	emccormick04@fs.fed.us

Figure 1. Import module screen

Description

The Import module is used by Qualifications Import Managers to import qualifications data into ROSS. There are two types of data that can be imported:

- **IQS (Incident Qualification System) data.** IQS data originates from State agencies that identifies employees and their incident qualifications. Local dispatch offices import this data.
- **IQCS (Incident Qualifications and Certifications System) data.** IQCS data originates from Federal agencies that identifies employees and their incident qualifications. Local dispatch offices import this data.



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Exporting qualifications data and importing it into ROSS requires four basic steps:

1. For IQS data, start the State IQS program, create/export the .xml file, and then save to the desktop (see *Import – Uploading Qualifications Data into ROSS User Guide* located at <http://ross.nwcg.gov>, under *User Support*).

or

For IQCS data, access the data and ClientSetup.exe conversion utility from an https site, convert the .mdb file to an .xml file using ClientSetup.exe, and then save to the desktop. (see *Import – Uploading Qualifications Data into ROSS User Guide* located at <http://ross.nwcg.gov>, under *User Support*).

2. Access the Import screen (fig. 1).
3. Upload the .xml file into ROSS (figs. 2 & 3).
4. Import now or schedule the import for later.

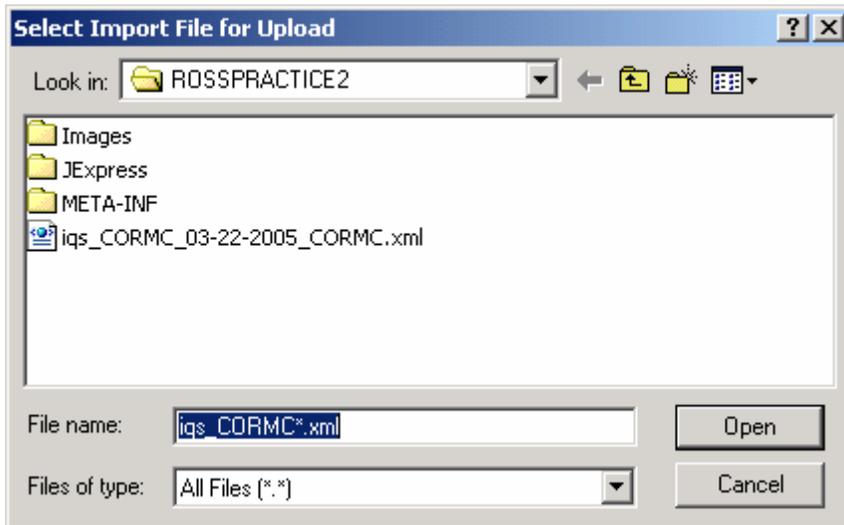


Figure 2. Select Import File for Upload dialog box



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Figure 3. Top portion of the Import screen. The arrow points to the File to Import box with a sample .xml file

The Import module is directly related to the Resource Item and Reports modules.

Data Information:

Data Element	Data Definition
File to Import	The .xml file that was imported from either IQS or IQCS.
Begin Import Date/Time	Future date/time for the import to run automatically. <i>Required field.</i>
Send E-Mail on Execution	The e-mail address of which to receive confirmation of import.
Job Description	A meaningful description of the import to be performed.