

# Setting up a ROSS Account for an IQSWeb User

DATE: 10/06/10

VERSION 2.12

To send resource and qualification information from IQSWeb to ROSS, a user must have a ROSS user account at the dispatch center that services the IQS resources. This tells ROSS that the user is authorized to create or update IQS resources at that dispatch center. This Quick Reference Card explains how to set up a ROSS account for that IQS or Altaris CAD user.

## To setup an IQSWeb user - user does not use ROSS, Web Status, or the CAD interface

This task explains how to create a ROSS user account for an IQS user who does not use ROSS or Web Status.

- 1 On the **User Account** screen, click 
- 2 On the **New User** dialog box, click the **Search Person** tab, and then search for and verify that the user ID does not exist.
- 3 Click the **New Person** tab, type the following information, and then click **Apply**
  - Last Name
  - First Name
  - Middle Name
  - Email address.
- 4 On the **New User** confirmation message, click **OK** and then click **Close**

- 5 Under **Users**, search for and then click to select the **Name of the user** you just created.
- 6 Under **User Information**, type the following information and then click 
  - User Name
  - Password
  - Password Confirm.

*Do not create a privileged (AM-xxx) user account!*
- 7 Click the **Services Access** check box.
- 8 Under **User Roles**, click the **Roles** tab, click to select **Service Access Only**, and then click 
- 9 Under **User Roles**, click the **Account Notifications** tab, click to select **IQS**, and then click 

The Service Access Only role allows the IQSWeb user to send IQS information to ROSS across the services interface. This user can log in to ROSS to maintain their password, but can not perform any other actions.

To send resource and qualification information from IQSWeb to ROSS, a user must have a ROSS user account at the dispatch center that services the IQS resources. This tells ROSS that the user is authorized to create or update IQS resources at that dispatch center. This Quick Reference Card explains how to set up a ROSS account for that IQS or Altaris CAD user.

## To setup an IQSWeb user - user also uses ROSS or Web Status

This task explains how to create a ROSS user account for an IQS user who also uses ROSS or Web Status.

- 1 On the **User Account** screen, search for and then click to select the **User Name of the IQS user**.
- 2 Under **User Information**, click the **ROSS User** check box.  
*Other types of access may already be checked. Just be sure to check the ROSS User check box!*
- 3 Under **User Roles**, click the **Roles** tab, click to select **Basic User**, and then click 

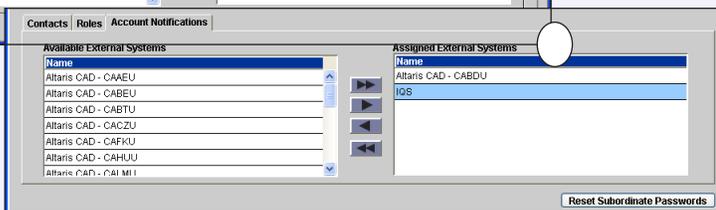
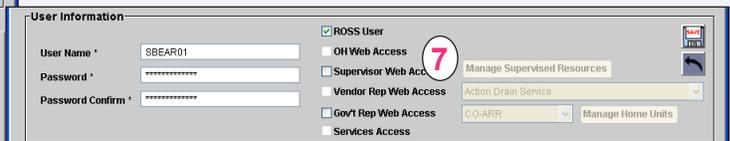
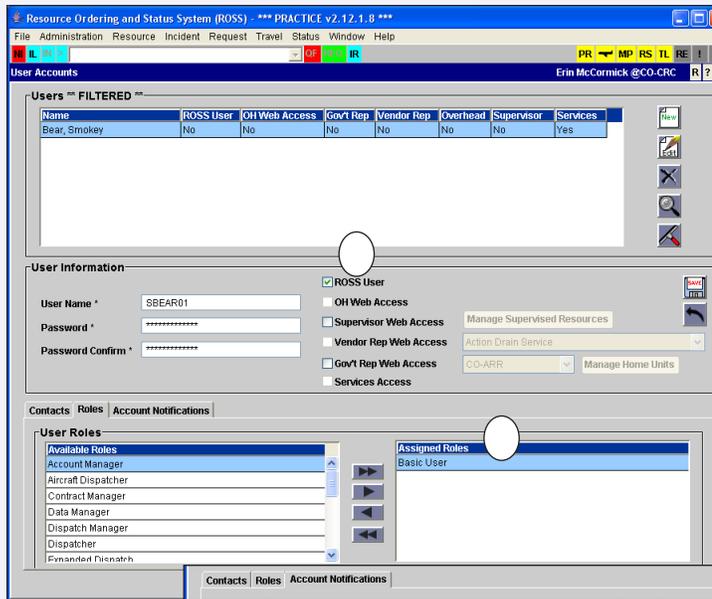
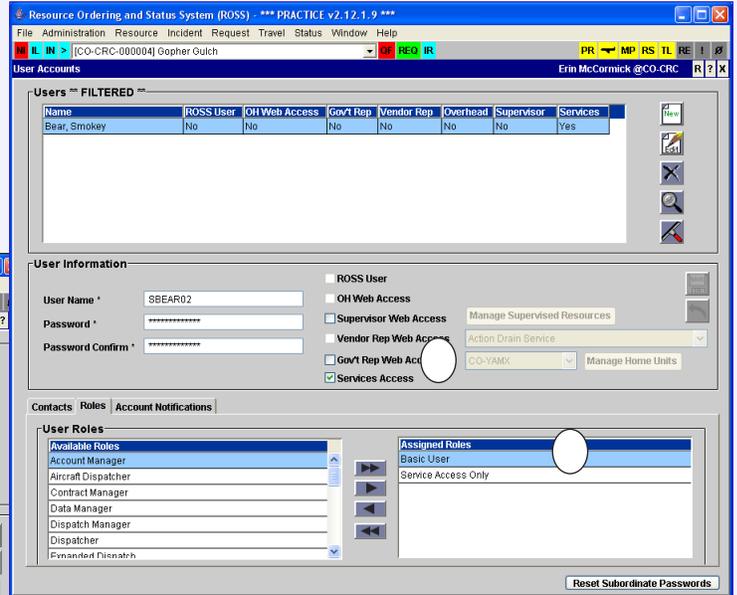
- 4 Under **User Roles**, click the **Account Notifications** tab, click to select **IQS**, and then click 

*Some IQSWeb users may already be using the CAD interface. In this case, be sure to add both their CAD system and IQS to Assigned External Systems.*

- 5 Under **User Information**, click to clear the **ROSS User** check box, click to select the **Services Access** check box, and then click 

- 6 Under **User Roles**, click the **Roles** tab, click to select **Service Access Only**, and then click 

- 7 Under **User Information**, click to clear the **Services Access** check box, click to select the **ROSS User** check box, and then click 



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