

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 
  - Last Name
  - First Name
  - Middle Name
  - Email address.
- 4 On the **New User** confirmation message, click  and then click 

- 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 

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 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!*

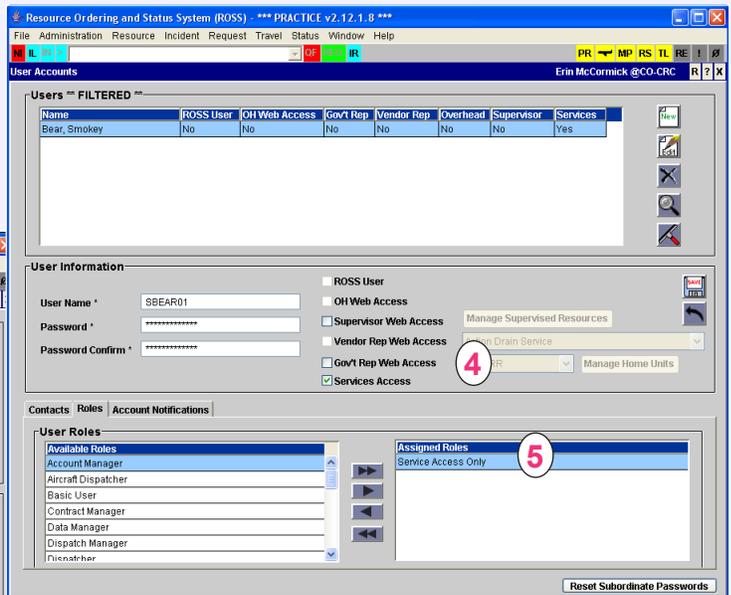
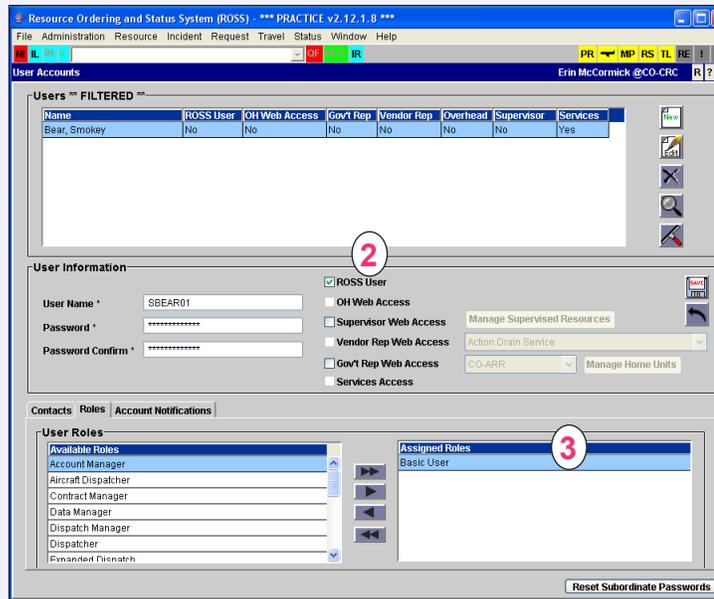
- 3 Under **User Roles**, click the **Roles** tab, click to select **Basic User**, and then click 

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

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

- 6 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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email: helpdesk@dms.nwcg.org



*If the IQS user needs their ROSS user account to have Service Access Only role assigned to more than one dispatch office complete the two tasks on the next page, "To setup a ROSS user account for Services Access to more than one dispatch office - for the Account Manager at the Managing Dispatch Office," and, "To setup a ROSS user account for Services Access - for the Account Manager at the other dispatch office," in this Quick Reference Card.*

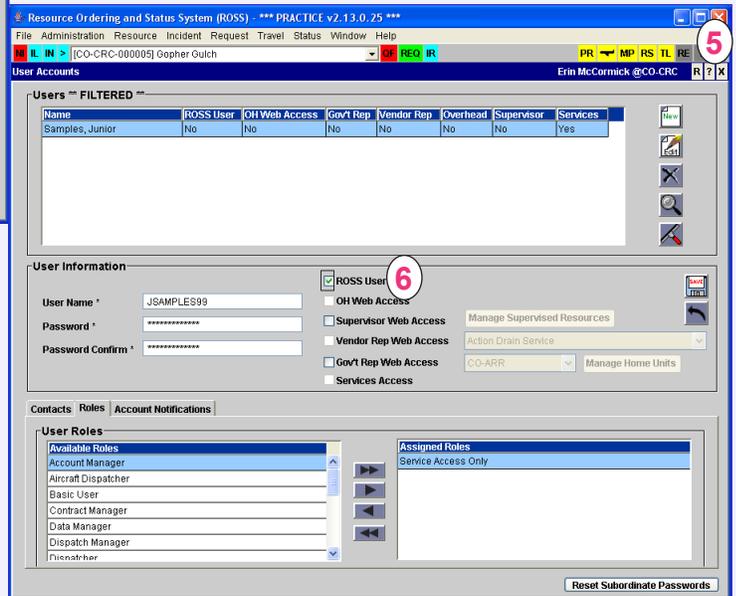
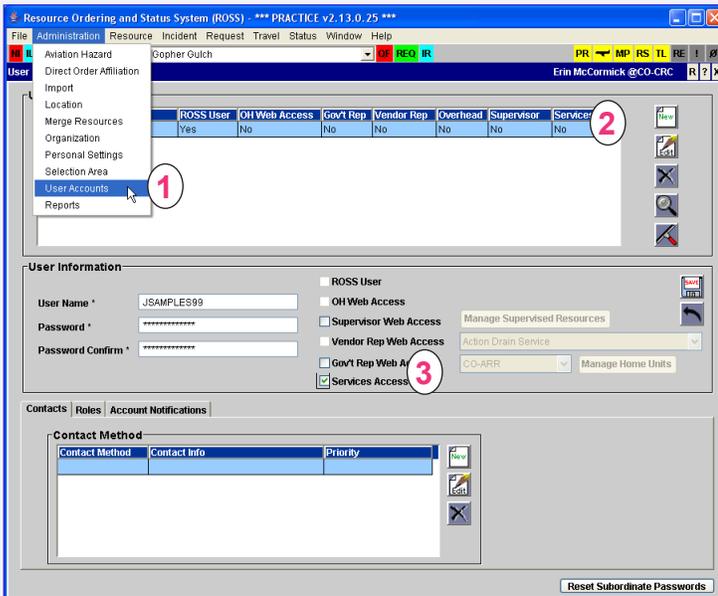


## Points to remember for the Managing Dispatch Account Manager

- Be sure to coordinate your task with the other Account Manager for the other dispatch office so that the ROSS user will maintain their user account access to ROSS!
- You must click to clear the **ROSS User** check box before you may click to select the **Service Access** check box.
- Remain signed on to the ROSS User Accounts screen while the Account Manager from the other dispatch office assigns the **Service Access Only** role to the ROSS user.
- Remember, you must return the ROSS user account to its original access! Click to clear the **Services Access** check box, and then click to select the **ROSS User** check box.
- When finished completing this task, be sure to verify that the ROSS user account retains its assigned access roles.
- Remember to click the **Save** button each time you change the **User Information**.

## To setup a ROSS user account for Services Access to more than one dispatch office - for the Account Manager at the Managing Dispatch Office

- 1 On the **Administration** menu, click **User Accounts**.
- 2 On the **User Accounts** screen, search for and then click to select the **User Name** of your choice.
- 3 Under **User Information**, click to clear **ROSS User** check box, click to select the **Service Access** check box, and then click 
- 4 Notify the **Account Manager** at the other dispatch office that the ROSS account for the IQSWeb user may now be assigned the **Service Access Only** role.
- 5 Once notified that the **Account Manager** at the other dispatch office has assigned the **Service Access Only** role for the IQSWeb user, click 
- 6 Under **User Information**, click to clear the **Service Access** check box, click to select the **ROSS User** check box, and then click 



# Setting up a ROSS Account for an IQSWeb User

DATE: 02/03/11

VERSION 2.13

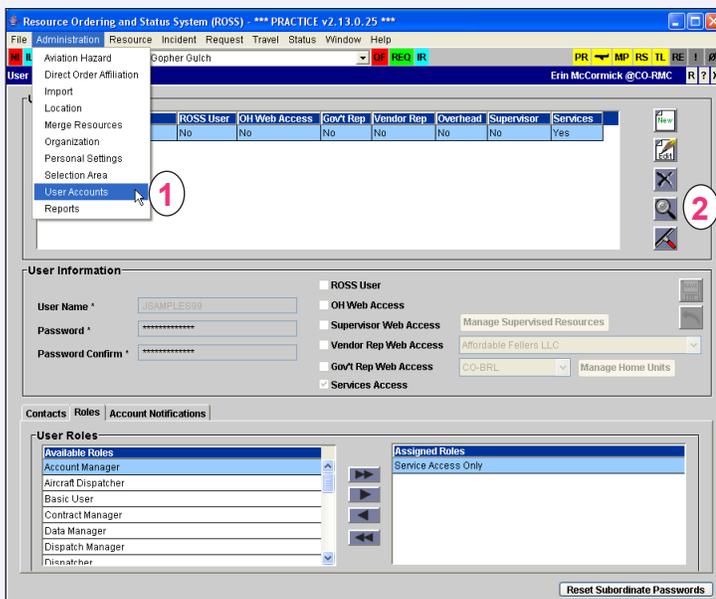
## Points to remember for the Account Manager at the other dispatch office

- If the ROSS user account does not have local access to your dispatch office, but it exists at its home dispatch office, you must grant local access before granting the **Service Access Only** role. To do this, click the **New** button, and then search for the user on the **Search Person** tab on the **New User** dialog box. After locating the correct user, click the **Apply** button, and then click the **Close** button.
- If you are already signed on to ROSS when the **Account Manager from the Managing Dispatch Office** contacts you about **Service Access Only** role for this ROSS user account, be sure to Refresh your screen by clicking the **R** button.
- As soon as you've assigned the **Service Access Only** role to the user, inform the Account Manager from the Managing Dispatch Office that the account can be restored with its original ROSS user access roles!

## To setup a ROSS user account for Services Access to more than one dispatch office - for the Account Manager at the other dispatch office

- 1 On the **Administration** menu, click **User Accounts**.
- 2 On the **User Accounts** screen, click .
- 3 On the **Search User** dialog box, click to select the **Services Access** check box, and then search for and then click to select the **User Name** of your choice.
- 4 Click the **Roles** tab, click to select **Service Access Only**, and then click .
- 5 Notify the **Account Manager** at the other dispatch office that the user may now be changed back from **Services Access to ROSS User**.

You may now log off ROSS as appropriate!



Resource Ordering and Status System (ROSS) - \*\*\* PRACTICE v2.13.0.25 \*\*\*

File Administration Resource Incident Request Travel Status Window Help

User Accounts

| ROSS User | OH Web Access | Gov't Rep | Vendor Rep | Overhead | Supervisor | Services |
|-----------|---------------|-----------|------------|----------|------------|----------|
| No        | No            | No        | No         | No       | No         | Yes      |

User Information

User Name \* JSAMPLES99

Password \* \*\*\*\*\*

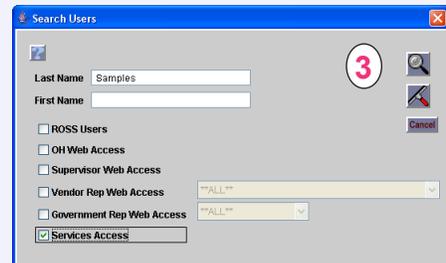
Password Confirm \* \*\*\*\*\*

Services Access

User Roles

| Available Roles | Assigned Roles      |
|-----------------|---------------------|
| Account Manager | Service Access Only |

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Search Users

Last Name Samples

First Name

ROSS Users

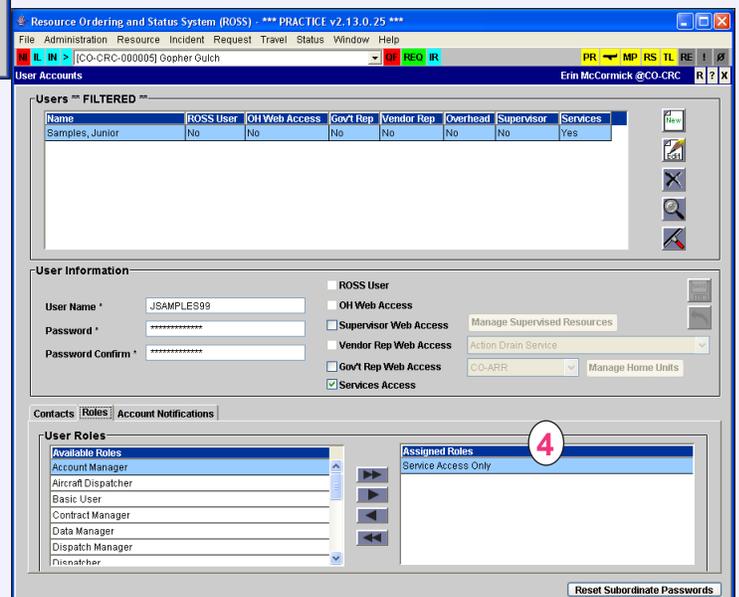
OH Web Access

Supervisor Web Access

Vendor Rep Web Access

Government Rep Web Access

Services Access



Resource Ordering and Status System (ROSS) - \*\*\* PRACTICE v2.13.0.25 \*\*\*

File Administration Resource Incident Request Travel Status Window Help

User Accounts

| Name            | ROSS User | OH Web Access | Gov't Rep | Vendor Rep | Overhead | Supervisor | Services |
|-----------------|-----------|---------------|-----------|------------|----------|------------|----------|
| Samples, Junior | No        | No            | No        | No         | No       | No         | Yes      |

User Information

User Name \* JSAMPLES99

Password \* \*\*\*\*\*

Password Confirm \* \*\*\*\*\*

Services Access

User Roles

| Available Roles | Assigned Roles      |
|-----------------|---------------------|
| Account Manager | Service Access Only |