

# Setting up a ROSS Account for an IQSWeb User


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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

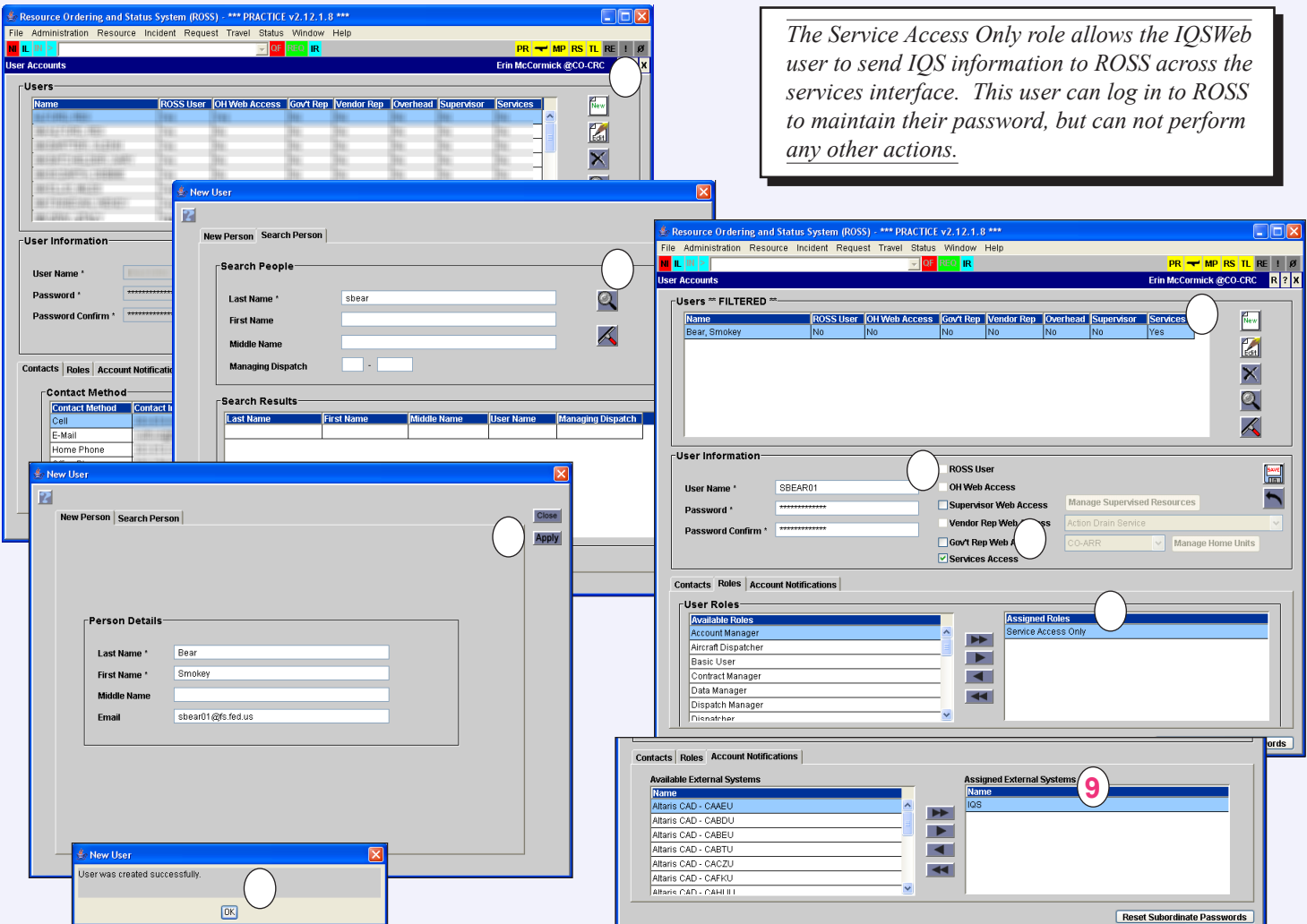
This task explains how to create a ROSS user account for an IQS user who does not use ROSS or Web Status.

- 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.



The screenshots illustrate the following steps:

- User Accounts** screen: The **New** button is highlighted.
- New User** dialog box: The **Search Person** tab is selected. The **Search People** form shows fields for Last Name (sbear), First Name, Middle Name, and Managing Dispatch. The **Search Results** table is empty.
- New User** dialog box: The **New Person** tab is selected. The **Person Details** form shows fields for Last Name (Bear), First Name (Smokey), Middle Name, and Email (sbear01@fs.fed.us). The **Apply** button is highlighted.
- New User** confirmation message: The **OK** button is highlighted.
- User Accounts** screen: The user **Bear, Smokey** is selected in the **Users** table. The **Services** column is checked.
- User Information** screen: The **User Name** is SBEAR01. The **Services Access** checkbox is checked.
- User Roles** screen: The **Roles** tab is selected. **Service Access Only** is selected in the **Assigned Roles** list.
- Account Notifications** screen: The **Account Notifications** tab is selected. **IQS** is selected in the **Assigned External Systems** list.

