IBS Data Entry Quick Sheet

Entering of Data into the IBS system for Forest Service Contracted and WCF aircraft starts with getting eAuth access. (See Web page Training, for full information on gaining access).

Go to Google Chrome (only Web browser IBS operates on) Type in URL: **apps.fs.usda.gov/ibs**

Enter Flight date — 1
Enter last 4 of contract # — 2
Pick correct tail # — 3
Click Next — 4

Double check information — 5
Click "Add Flight Leg" — 6

Not all fields on the "Add Flight leg" screen needs to be completed, use the appropriate fields for the "Pay Code" that is chosen.

IBS Data Entry Quick Sheet
Red numbers are required fields

Add a Flight Leg

Basic Information

8. User Code, drop down menu

9. Order Type, Incident or Project

10. Incident/Project

11. RO #- ex. DC-WOF-000000

7. User Unit, FS Override code

Fields marked with a red asterisk are mandatory

User Unit * (7)
Choose User Unit

User Code (8)
Choose User Code

Order Type * (9)
Choose Order Type

Incident or Project Name * (10)
Enter Name

Resource Order* (11)
ie. AA-XXX-123456

Origin
Enter Origin

Destination (12)
Enter Destination

12. Airport or Helibase, drop down menu for airports

Mission Code (13)
Choose Mission Code

Pay Code * (14)
Choose Pay Code

Job Code (15)
e.g. P1XXXXFY, FY=Fiscal Year

13. Mission Code –drop

14. Pay Code –ex. AV, FT, ES etc.

Pilot 1* (16)
Enter Name (Last, First)

Pilot 2 (16.a)
Enter Name (Last, First)

15. Job Code- P, W, S type code, FY at the end

 # Other Crew (Non Pilot) * (17)
Enter Other Crew Number

 # Passengers * (18)
Enter Passengers #

16. Pilots name-Last, First
16.a IF needed second pilot

Cargo Details

17. #Other Crew –Not Pilots- Engineers, spotters etc.

Cargo Type (19)
Choose Cargo Type

Cargo Weight (20)
Enter weight in lbs

Fire Chemicals (21)
Choose Fire Chemicals

18. # PAX-passengers, not spotters or ATGSs

Retardant Product (22)
Choose Retardant Product

Fire Chemicals Gallons (23)
Enter gallons

Time Details

19. Enter Type of cargo

20. Cargo weight in pounds

Meter Type * (24)
Clock - C

21. Type of Chemical or water dropped

Start Time (i.e. 0215, 0900, 1330) (25)
Enter start time (24 HR format)

Stop Time (i.e. 0258, 1012, 1435)
Enter stop time (24 HR format)

Total and Remarks

Rounding Increment

Elapsed Time (Hours)
0

Rate ($) *
51

Flight Leg Total($) * (26)
0
Calculate

22. Product that was used.

23. # of gallons dropped

24. Clock or Hobbs meter

25. Start and Stop times.

26. Calculate total costs

27. Save the Data

Remarks

Copy New (28)   Save (27)   Exit (29)

28. Copy "Basic Info" to the next leg

29. Exit when completed all legs

ADDITIONAL CHARGES

Show 10 entries

Charge ID #	Registration Unit Code	Description		Total Amount
		No data available in table		

Showing 0 to 0 of 0 entries

30. Add other charges, as needed. (30)

Add Additional Charges
Charges (CH)
Credits (CR)
Overnight (ON)
Fuel Service Vehicle (X1)

Previous   Next

INVOICE REMARKS

Remarks
Enter Remarks

Add Remarks

31. When all legs and charges are added, SUBMIT Invoices. Once submitted, the COR can make any changes or deletions that might have been missed/needed.

Invoice Details (31)

Invoice #