

Setting up your ROSS forms

This document explains how to extract ROSS form templates onto your personal computer or laptop. These form templates allow you to enter organization information to be created, updated, or deleted from the ROSS database. You can extract these form templates to any location on your personal computer.

To create a new form, simply open the form template, complete all necessary fields, and then save the form using a name and folder location of your choice. Email the saved form to the ROSS Organization Maintenance team and print the form for your records, if desired.

Overview

This section outlines basic information about using MS Word forms, templates, and macros, and how to set up your personal computer to allow macros to run. Topics include:

- About MS Word forms
- Allowing macros to run on your personal computer
- Saving and printing completed forms
- Emailing the form to the ROSS Organization Maintenance team.

About MS Word forms

You can use all the functions and features of MS Word to complete your form including the following:

- save and print the form
- press [F7] to spell check your entries
- use the [TAB] key to move through the form
- use the arrow keys to move around the form
- display available options in a drop-down box by pressing [TAB] to navigate to that field, and then by clicking the arrow
- click your mouse to skip sections of the form.

You cannot skip required fields on the form!

Allowing macros to run on your personal computer

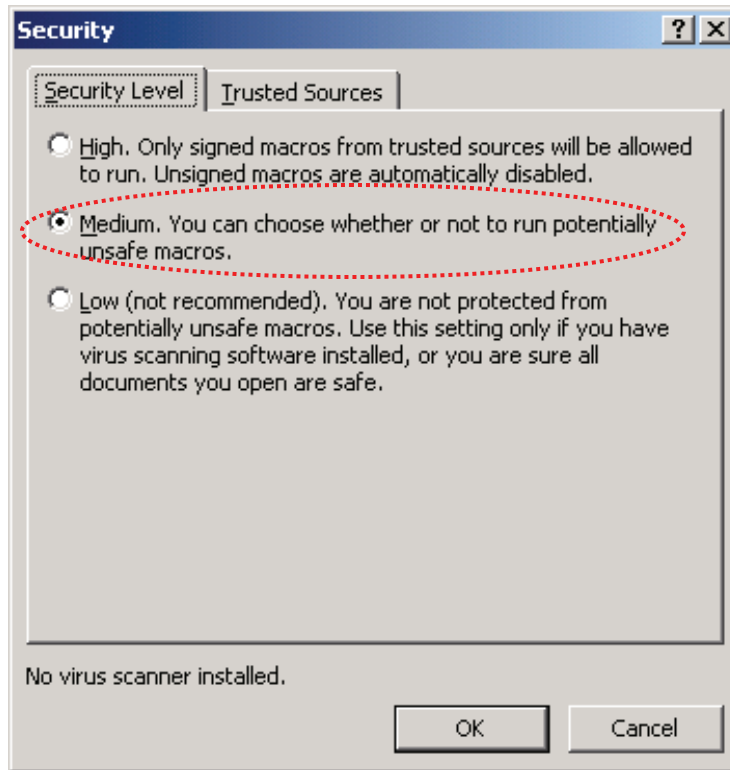
A macro is a set of instructions that run behind the scenes to make the form more usable. To fully utilize ROSS organization forms, you must change a security setting in MS Word *before* you open the form. This allows you to “enable” these macros.

To change the macro security level setting

Your security level setting may already be set to “Middle.” If so, you may skip this task!

1. Start **MS Word**.
2. On the **Tools** menu, click **Macro**, and then click **Security**.

3. On the **Security Level** tab, click **Medium**, and then click **OK**.



Saving and printing completed forms

For each form, complete all appropriate fields and then save it to a folder on your personal computer. Because you are using an MS Word template, or “.dot” file, you will be prompted to name the completed form. MS Word automatically saves the new form as a document, or “.doc” file.

For more information about saving a ROSS organization form as an MS Word document see, “To open, save, and print a ROSS organization form,” later in this document.

Emailing the form to the ROSS Organization Maintenance team

Once you have completed your form(s) and you are satisfied with its accuracy and completeness, perform the following:

- Save the form(s) to a folder location of your choice.
- Print the form(s) for your records, as appropriate.
- For Dispatch/Cache Information forms and Government (non-dispatch)/Non-Government Information forms, send the message and attached form(s) to ois_maint@dms.nwcg.gov.
- For the Vendor Information form, send the message and attached form to vend_maint@dms.nwcg.gov.

Getting started

This section explains the following tasks:

- To download a ROSS organization WinZip file from the ROSS web site
- To extract the form files to your personal computer
- To open a new ROSS organization form and save it as an MS Word document.

To download a ROSS organization WinZip file from the ROSS web site

1. Start your Internet browser.
2. In the **Address** bar, type <http://ross.nwcg.gov/> and then press [Enter].
3. On the **ROSS Main Page** to the right of the **Search** button, click **Request Organization Update**, and then click the **ROSS template zip file** of your choice.
4. On the **File Download** dialog box, click the **Save** button, and then save the **ROSS template zip file** to your **desktop**.

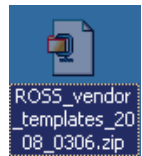
You may save the ROSS template zip file to any location of your choice. This document only outlines the steps needed to extract these files from your desktop.

5. Close your Internet browser.

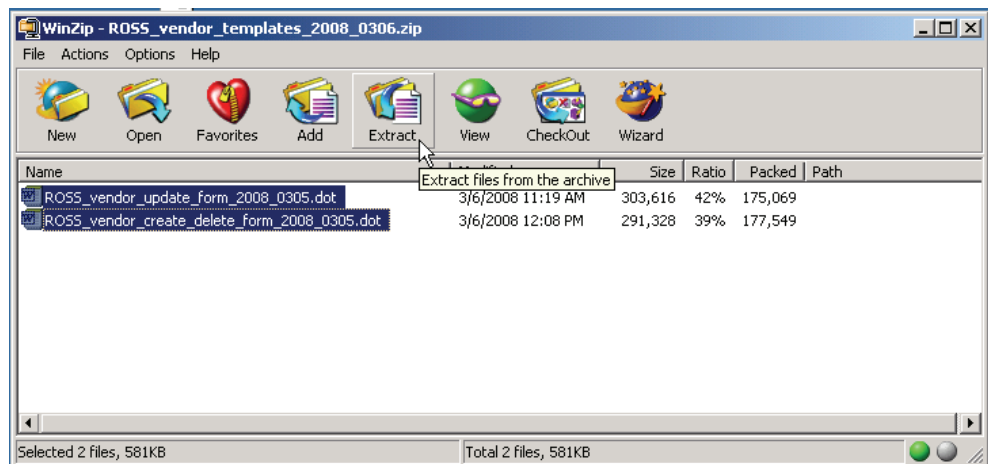
To extract the form files to your personal computer

Screen captures shown in this task reference the ROSS_template.zip file for vendors. The WinZip file you choose may be named differently!

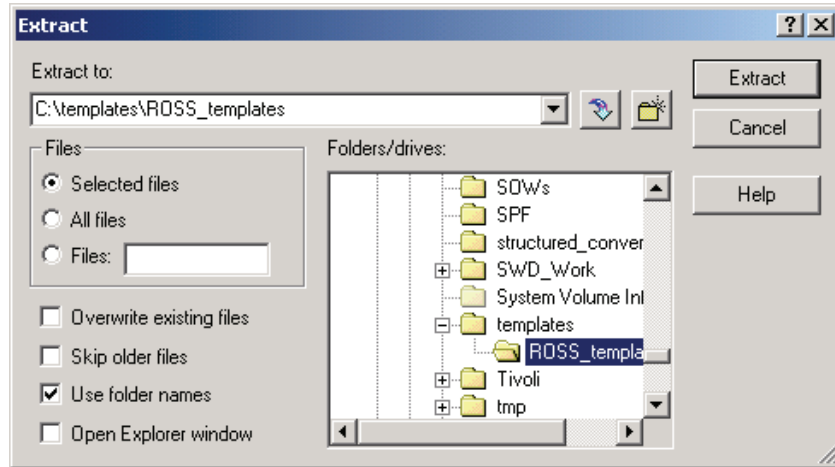
1. On your **desktop**, double-click the **ROSS template zip file** of your choice.



2. On the **WinZip** dialog box, click to select the **ROSS template files** you want to extract, and then click the **Extract** button.



3. On the **Extract** dialog box under **Folders/drives**, click to select the **folder location** of your choice, and then click the **Extract** button.

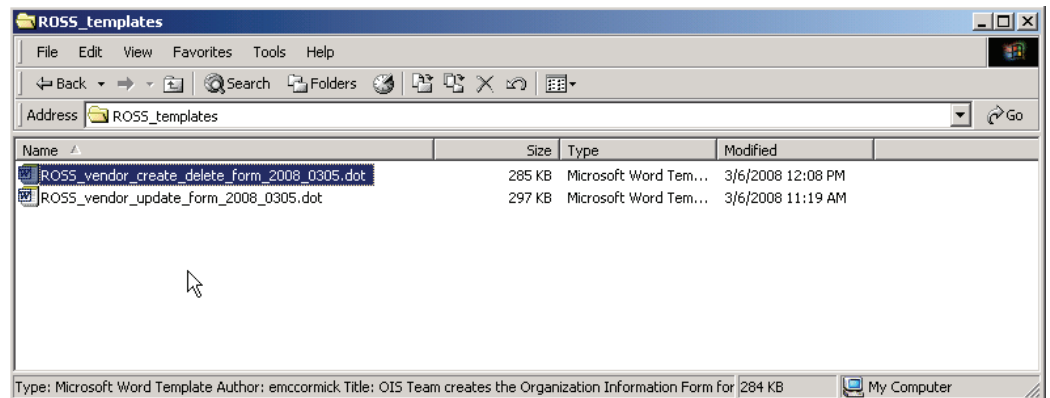


In this example, the files will be extracted to C:\templates\ROSS_templates. Choose the folder location that works best for you!

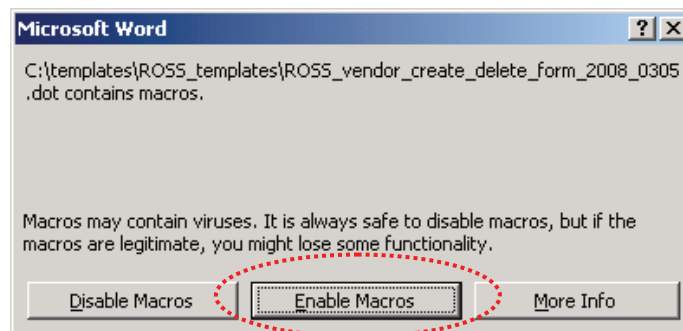
4. When finished, **Close** the **WinZip** dialog box.

To open, save, and print a ROSS organization form

1. Start **MS Word**.
2. On the **File** menu, click **Open**.
3. Navigate to the **folder location** where you extracted your files, and then double-click the **ROSS template** of your choice.



4. On the **Microsoft Word** dialog box, click the **Enable Macros** button.



5. To save the form as an MS Word document, click **Save** on the **File** menu, and then **save** the form to a folder and filename of your choice.
6. To print the form, click **Print** on the **File** menu, complete the **Print** dialog box as

Identifying additional information – *for the Dispatch Center/Cache Information form only*

If you run out of space on the main Dispatch Center/Cache Information Form, you can open and complete the appropriate forms included in ROSS_dispatch_cache_templates.exe. The following MS Word templates are extracted to your C:\templates\ROSS_templates directory:

- Continuation Page for Finance Codes.dot
- Continuation Page for Frequencies.dot
- Continuation Page for Incident Host Request Number Blocks.dot
- Continuation Page for Reload Bases.dot
- Continuation Page for Request Number Blocks.dot

To enable the ROSS Organization Maintenance team to keep track of these additional financial codes, frequencies, incident hosts, reload bases, and request number blocks, you must also complete the following fields located at the top of each additional page:

- Name of Requestor
- Email address
- Requestor's Dispatch Office
- Requestor's Telephone Number
- Organization Name
- Unit ID of Organization.

Once you have identified all additional information, you can use MS Word to save and print these forms. You can then attach and email the main form and all additional forms at one time!