

Getting started with ROSS

This chapter explains the information you need to log on and use ROSS. Topics discussed in this chapter include:

- Terms and concepts
- Getting help
- Common functions, skills, and tips
- Installing ROSS.

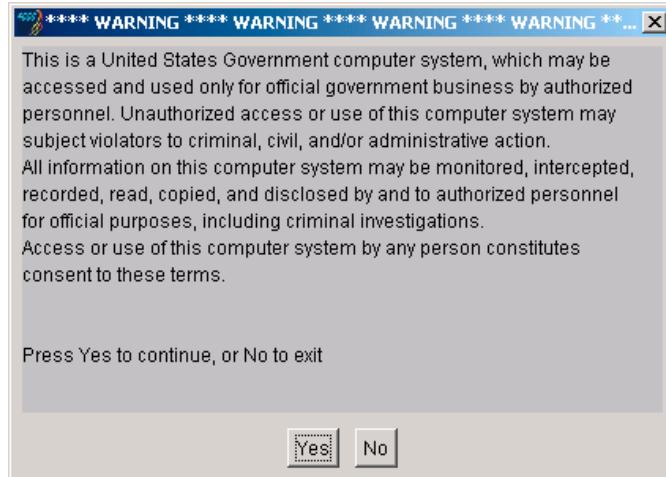
To log on to ROSS

- 1 From the **Desktop**, double-click the **ROSS** icon.

*If you don't have a shortcut to ROSS on the Desktop, click the **Start** menu, point to **Programs**, point to **ROSS**, and then click **ROSS**.*

- 2 On the **WARNING** dialog box, click **Yes**.
- 3 On the **Log On** dialog box, type your **Username**, press TAB, type your **Password**, and then click **OK**.
- 4 If the **Select Your Organization** dialog box appears, click the **Organization** drop-down arrow, select the **Organization** of your choice, and then click **OK**.

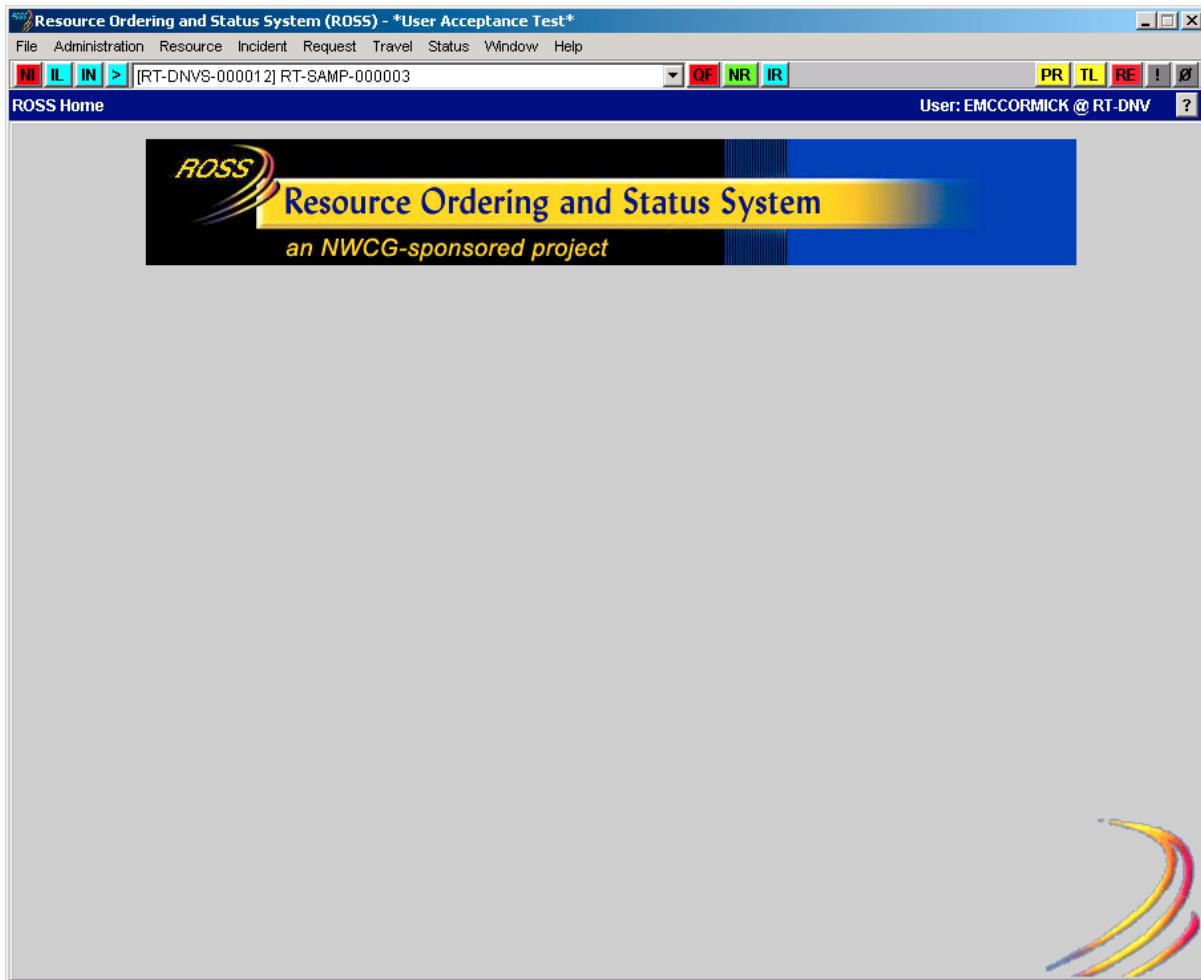
The following diagram shows the WARNING dialog box.



The following diagram shows the Log On dialog box.



ROSS Home screen

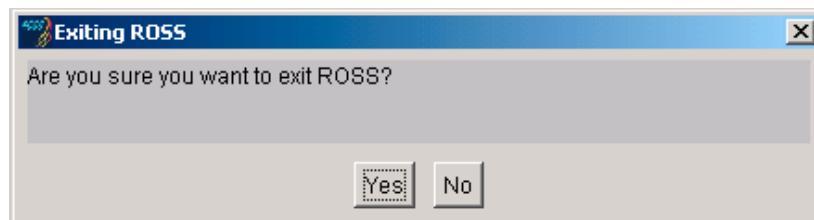


To exit ROSS

- 1 On the **File** menu, click **Exit ROSS**.
- 2 On the **Exiting ROSS** dialog box, click **Yes**.

*To exit ROSS from any ROSS screen, click **Close** until the **Exiting ROSS** dialog box appears, and then click **Yes**.*

The following diagram shows the Exiting ROSS dialog box.



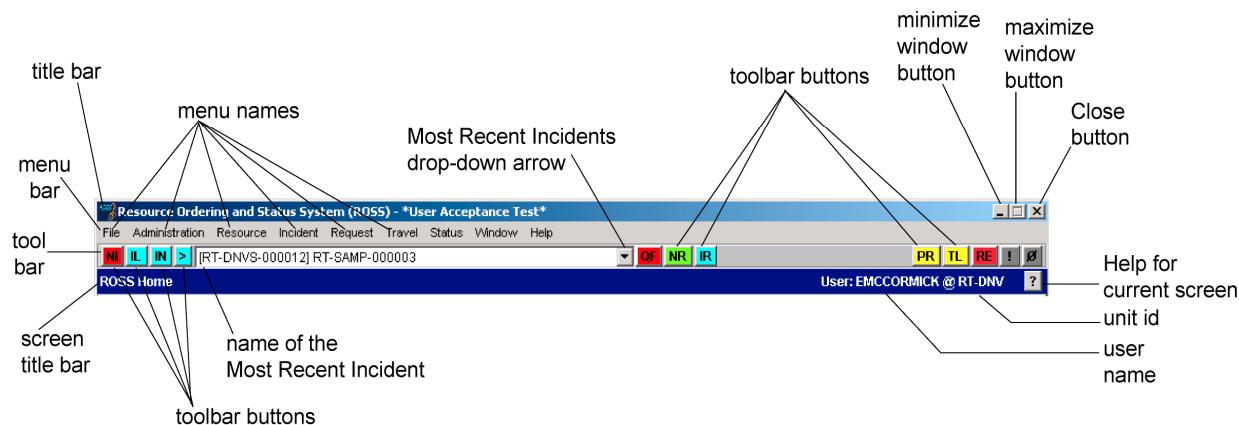
Terms and concepts

This section outlines some of the screens, toolbars, and menus that you will be using in ROSS. If you aren't already familiar with ROSS, or have forgotten a few things since training, review these terms and concepts before proceeding with the remaining chapters in this guide.

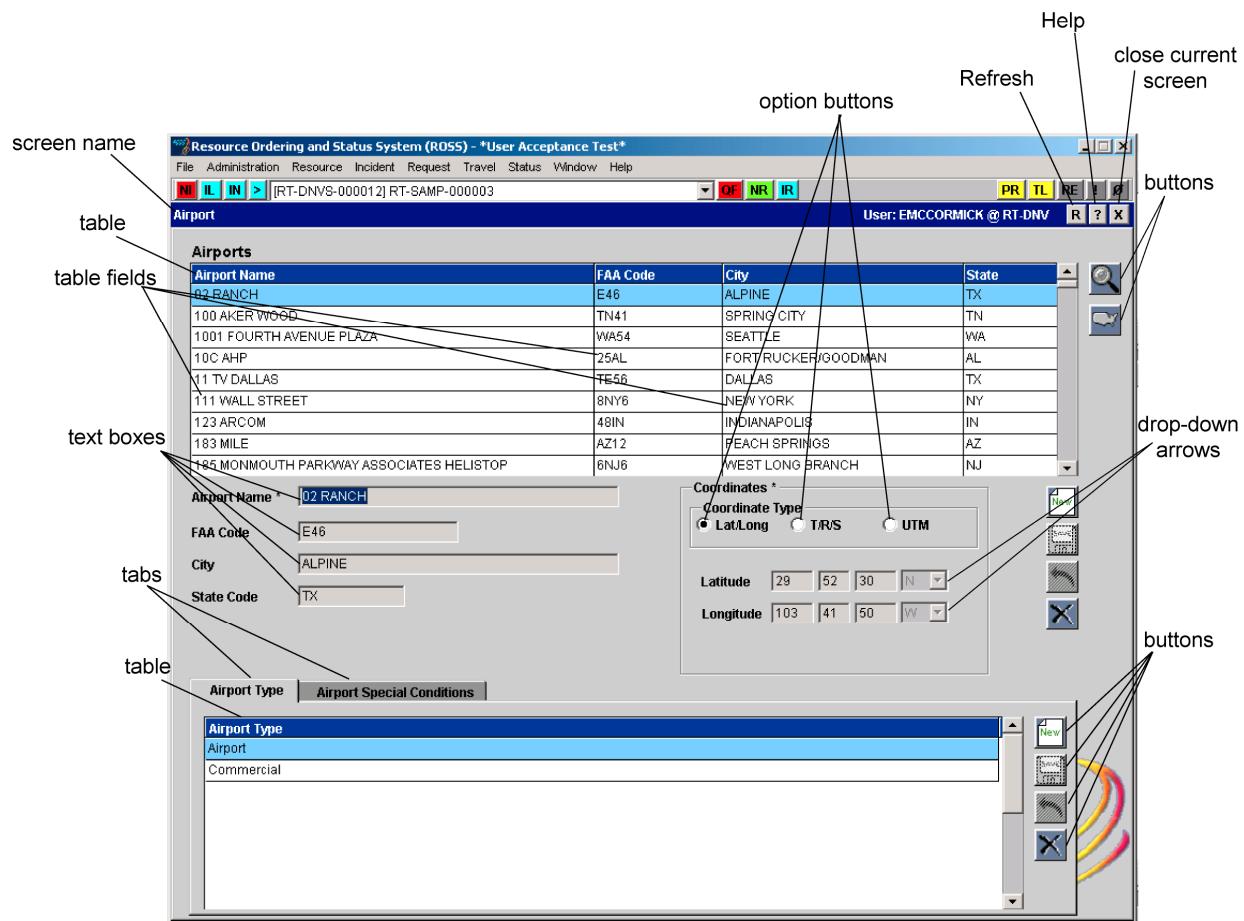
Some screen elements and toolbar buttons are introduced within the appropriate chapter.

Screen terminology

The following diagram shows the top portion of the ROSS Home page and a brief explanation of the screen elements and terminology used throughout this guide.



The following diagram highlights some of the elements available on the Airport screen.



Getting help

This section explains how to access and locate help information. There are three basic ways to obtain help information for ROSS:

- **Access ROSS Help within your ROSS session.** Click the ? (help for current screen) button or click ROSS Online Help from the Help menu.
- **Contact the ROSS Helpdesk.** If you are unable to answer your question using ROSS Online Help, contact the ROSS Helpdesk at (866) 224-7677.
- **Review the ROSS User's Guide.** Download the ROSS User's Guide onto your personal computer and then review and/or print the subjects of your choice.

To access help for the current screen

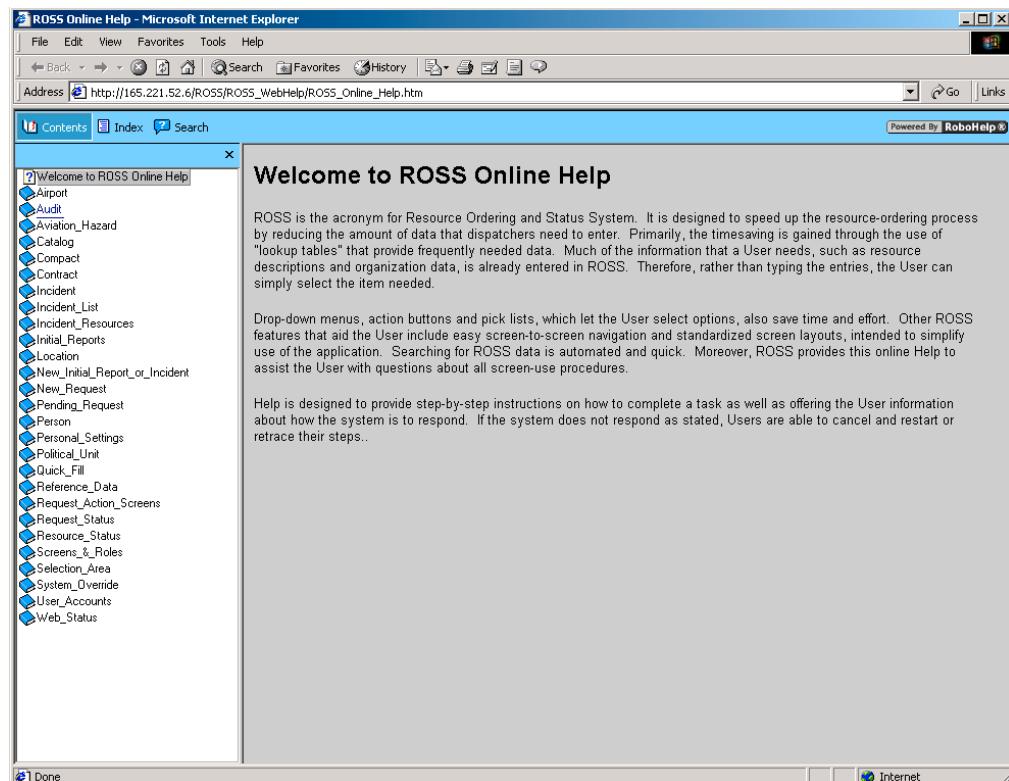
This button is located on the far right-end of the screen title bar, and displays a list of step-by-step instructions for completing the screen.

- Click the ? (help for current screen) button.

To access ROSS Online Help

- 1 On the **Help** menu, click **ROSS Online Help**.
- 2 To locate help information for a specific screen, click the **subject** of your choice under the **Contents** tab.
- 3 To locate a specific keyword, click the **Index** tab, type the **keyword** of your choice, and then press ENTER.
- 4 To search for a specific word or phrase, click the **Search** tab, type the **word(s)** of your choice, and then click the **Find** button.

The following diagram shows the ROSS Online Help web page.



The following diagram shows the Index option available on ROSS Online Help web page.



The following diagram shows the Search option available on ROSS Online Help web page.



To contact the ROSS Helpdesk

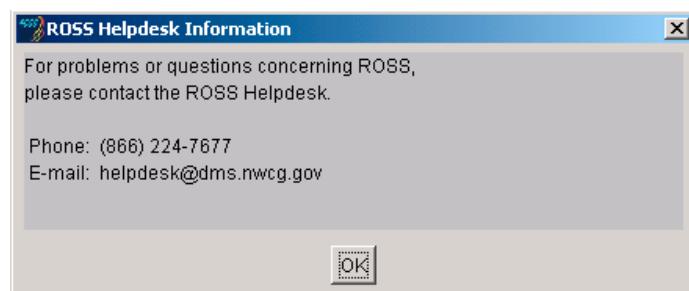
The ROSS Helpdesk is available 24-hours per day, seven days a week.

- Call **(866) 224-7677**, or e-mail helpdesk@dms.nwcg.gov.

To display the ROSS Helpdesk Information dialog box

- 1 On the **Help** menu, click **ROSS Helpdesk**.

The following diagram shows the ROSS Helpdesk Information dialog box.



You can also link to the ROSS Helpdesk from the USER SUPPORT tab on the ROSS Home page.

To obtain a copy of the ROSS User's Guide

- 1 From the **Desktop**, double-click the **Internet Explorer** icon.
- 2 In the **Address** box, type **http://ross.nwcg.gov**, and then press Enter.
- 3 On the **ROSS Main Page**, click the **USER SUPPORT** tab.
- 4 Click the **Users Guide** link, locate the topic(s), and then print the pages of your choice.

Common functions, skills, and tips

This section explains how to perform some common functions and skills, and how to use ROSS more effectively. Learning these basics will help you become more efficient and may save you time and effort during your ROSS session. Topics include:

- Understanding ROSS buttons
- Changing your password
- Navigating from screen to screen
- Locating information in the ROSS database
- Using the Select Dates function
- Entering coordinates.

Understanding ROSS buttons

The following table explains the usage of buttons that display on ROSS screens.

Button	Name	Usage
	Search	Displayed on dialog boxes, click the Search button to display search results in a list, and then click to highlight one item from that list.
	Clear	Displayed on dialog boxes, click the Clear button to clear the search results from a list or to clear the filter criteria from text boxes.
	Filter	Displayed on screens and dialog boxes, type information into the text boxes of your choice to narrow your criteria, and then click the Filter button to display the results.
	Pick	Displayed on screens and dialog boxes, click the Pick button to select and associate the item of your choice to another item. <i>For example, use the Pick button to select the host, benefiting, home dispatch, and provider organization to an incident.</i>
	Remove	Used in conjunction with the Add button, click to select the item(s) of your choice, and then click the Remove button to remove the selected items from the list.
	Add	Used in conjunction with the Remove button, click to select the item(s) of your choice, and then click the Add button to add the selected items to the list. Using in conjunction with the New button, click the Add button to add such items as documentation and requests.

Button	Name	Usage
	Right Arrow	Click the Right arrow to move information from the list of displayed items on the left, to the list of displayed items on the right. When information appears in a table, click the Right arrow to display additional columns to the right of the current display.
	Left arrow	Click the Left arrow to move information from the list of displayed items on the right, to the list of displayed items on the left. When information appears in a table, click the Left arrow to display additional columns to the left of the current display.
	Double-right arrow	Click the Double-right arrow to move all information from the list of displayed items on the left, to the list of displayed items on the right.
	Double-left arrow	Click the Double-left arrow to move all information from the list of displayed items on the right, to the list of displayed items on the left.
	New	Displayed on a screen or dialog box, click the New button to add a new item to the current form, and then type the information in the blank text boxes or blank table columns that display.
	Edit	Displayed on a screen or dialog box, click the Edit button to edit/change existing information.
	Save	Displayed on a screen or dialog box, click the Save button to save edits/changes to existing information. When working with a supplemental form, click the Save button to add new information to that form.
	Delete	Displayed on a screen or dialog box, click to select the table row of your choice, and then click the Delete button to delete that row.
	Undo	Displayed on a screen or dialog box, click the Undo button to return the screen or dialog box back to the unsaved, initial information.
	Map	This function is currently not available.

Changing your password

Your ROSS password is to be kept confidential. You must abide by the following rules when determining and changing your password:

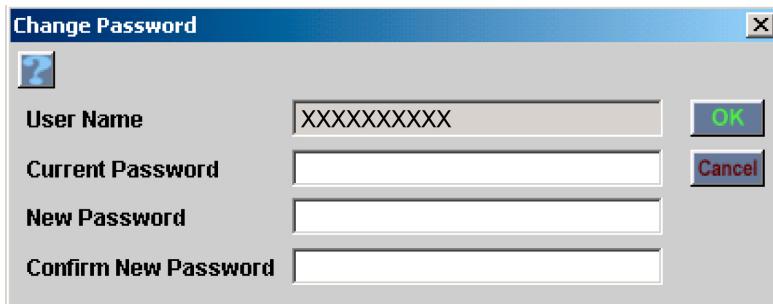
- Change your password every 90 days.
- Specify a combination of at least six but no more than 30 letters and numbers.
- Use both upper and lower case characters.
- Do not share your password with anyone.

For example, while "mi1kDUD" is a valid password, "milkdud" is not!

To change your password

- 1 On the **File** menu, click **Change Password**.
- 2 On the **Change Password** dialog box, type your current password in the **Current Password** text box.
- 3 In the **New Password** text box, type your new password.
- 4 In the **Confirm New Password** text box, type your new password, and then click **OK**.

The following diagram shows the Change Password dialog box.



Navigating from screen to screen

This section explains how to navigate between screens and how to ensure that the screen is displaying the most recent information.

To refresh a screen with the most recent information

Refresh the screen periodically to ensure you are viewing the most recent information.

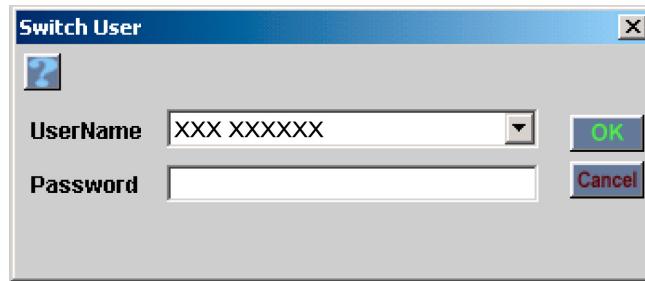
- On the **screen title bar**, click the **R** button.

To switch to another user

- 1 On the **File** menu, click **Switch User**.
- 2 On the **Switch User** dialog box, click the **UserName** drop-down arrow and select the **User Name** of your choice.
- 3 In the **Password** text box, type the **Password** for that **User Name**, and then click **OK**.

The new user is logged in and the previous user is automatically logged off of ROSS. Subsequent documentation will be stamped with the new user name.

The following diagram shows the Switch User dialog box.

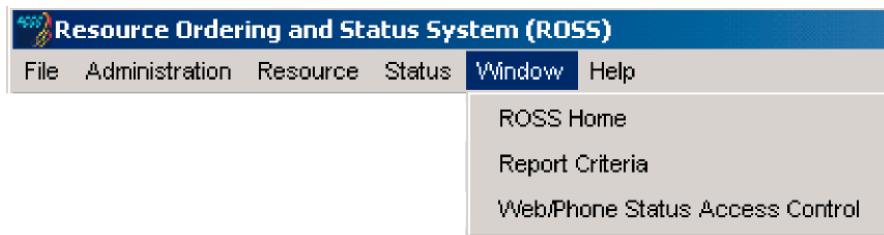


To switch between open screens

The Window menu lists all open screens.

- On the **Window** menu, click to select the screen of your choice.

The following diagram shows the Window menu. In this example, ROSS Home, Report Criteria, and Web/Phone Status Access Control are open screens.



Due to your specific user role and access, your menu bar may list more or less menu names than the diagram shown.

To close a screen

The X (close current screen) button is located on the far right-end of the screen title bar, just to the right of the ? (Help) button.

- From the open screen of your choice, click the X button (close current screen).

*You can also click **Close Screen** on the **File** menu from the open screen of your choice.*

Locating information in the ROSS database

This section explains how to use the filter, search, and clear buttons:



- Filter.** Complete one or more available text boxes, and then click the Filter button. ROSS will locate and display a table that contains only the information that matches your filter criteria.



- Search.** Click the Search button, complete one or more available text boxes on the Search dialog box, and then click the Search button again. ROSS will locate and display only the information that matches your search criteria.



- Clear.** Click the Clear button to clear your Filter Criteria or Search Criteria entries from the screen or dialog box.

To filter for specific data

- On the screen of your choice, type the **Filter Criteria** into one or more available text boxes, and then click the **Filter** button.
- From the resulting table that displays, click to highlight the information of your choice.

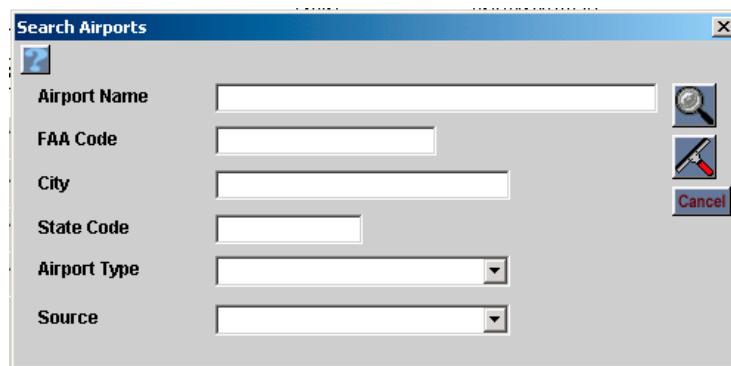
The information you select will automatically fill the appropriate text boxes on your screen.

To perform a search for specific information

- On the screen of your choice, click the **Search** button.
- On the **Search** dialog box, type the **Search Criteria** into one or more available text boxes to narrow your search, and then click the **Search** button.
- From the resulting table that displays, click to highlight the information of your choice.

The information you select will automatically fill the appropriate text boxes on your screen.

The following diagram shows the Search Airports dialog box.



To clear your entries

- From any **Search** dialog box or **Filter** area of your screen, click the **Clear** button.

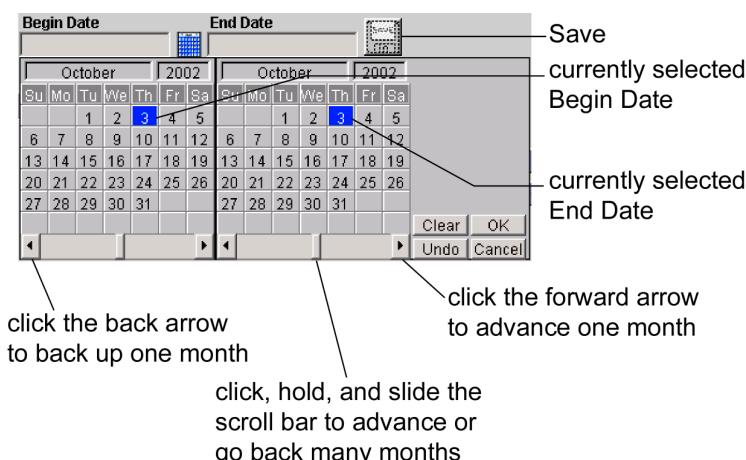
Using the Select Dates function

This section explains how to use the ROSS Select Dates function for specifying beginning and ending dates for time periods such as contract dates and unavailability periods.

To enter beginning and ending dates

- From the ROSS screen of your choice, click the **Select Dates** button.
- Under **Begin Date**, locate and then click to select the **Begin Date** of your choice.
- Under **End Date**, locate and then click to select the **End Date** of your choice.
- When finished, click **Save**.

The following diagram shows the Select Dates area of the Edit Unavailability Periods dialog box.



The layout of the Select Dates function may vary slightly based on the ROSS screen currently displayed.

Entering coordinates

This section explains how to complete the Coordinate fields for latitude/longitude, township/range/section, and Universal Transverse Mecator (UTM).

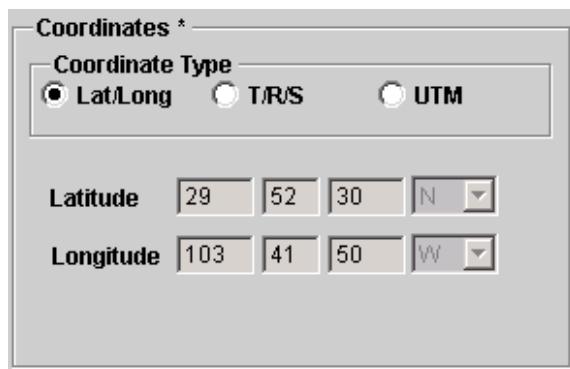
To determine the latitude and longitude coordinates, you can:

- Use a Global Positioning System (GPS) unit at the location of your choice.
- Access a web page such as mapquest.com and type in the address of your choice.
- Specify the township/range/section and allow ROSS to perform the conversion to latitude and longitude for you.

To specify latitude and longitude coordinates

- 1 Under Coordinates, click **Lat/Long**.
- 2 For **Latitude**, complete the following
 - in the first box, type the degrees of latitude
 - in the second box, type the minutes of latitude
 - in the third box, type the seconds of latitude
 - in the fourth box, click the drop-down arrow, and then select the **N** (North) or **S** (South) direction of latitude.
- 3 For **Longitude**, complete the following
 - in the first box, type the degrees of longitude
 - in the second box, type the minutes of longitude
 - in the third box, type the seconds of longitude
 - in the fourth box, click the drop-down arrow, and then select the **E** (East) or **W** (West) direction of longitude.

The following diagram shows a completed Coordinate Type portion of the Airport screen for Lat/Long.



To specify township, range, section coordinates

- 1 Under Coordinates, click T/R/S.
- 2 In the **Township** box, type the full township number, a value from 001 to 199. Use the following code to denote a full or partial township, and then type the **N** or **S** direction.
 - 0 full township
 - 1 1/4 township
 - 2 1/2 township
 - 3 3/4 township.

For example, code township 103 1/2 North as "1032N."

- 3 In the **Range** box, type the full range number, a value from 001 to 199. Use the following code to denote a full or partial range, and then type the **E** or **W** direction.
 - 0 full range
 - 1 1/4 range
 - 2 1/2 range
 - 3 3/4 range.

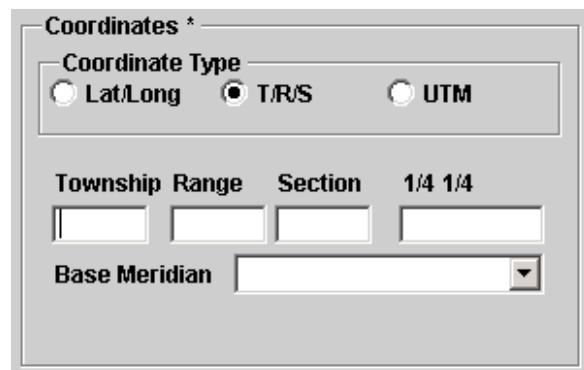
For example, code range 12 East as "0120E."

- 4 In the **Section** box, type the section number, a value from 1 to 36.
- 5 In the **1/4 1/4** box, type the smallest subdivision first, to the nearest quarter section (160 acres) or quarter quarter (40 acres).

For example, code the southwest quarter of the northeast quarter as "SWNE."

- 6 In the **Base Meridian** box, click the drop-down arrow to select the appropriate principal meridian code.

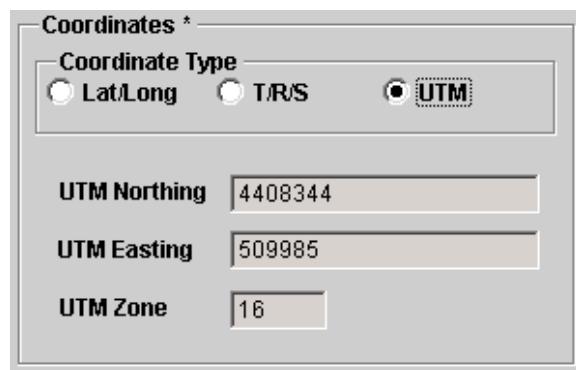
The following diagram shows the Coordinate Type portion of the Airport screen for Township/Range/Section.



To specify UTM coordinates

- 1 Under Coordinates, click UTM.
- 2 In the **UTM Northing** box, type the measurement of North-South position, within the zone, in meters, up to 23 numbers.
- 3 In the **UTM Easting** box, type the measurement of East-West position, within the zone, in meters, up to 23 numbers.
- 4 In the **UTM Zone** box, type the zone for the area, up to 3 numbers.

The following diagram shows the Coordinate Type portion of the Airport screen for Universal Transverse Mecator (UTM).



Installing ROSS

This section explains how to download the ROSS application from the ROSS website and install it on your personal computer. This process is completed in two basic steps:

- First, access the ROSS home page and download ROSS.exe.
- Second, start ROSSPROD.exe to install ROSS on your personal computer.

To download ROSS from Internet Explorer

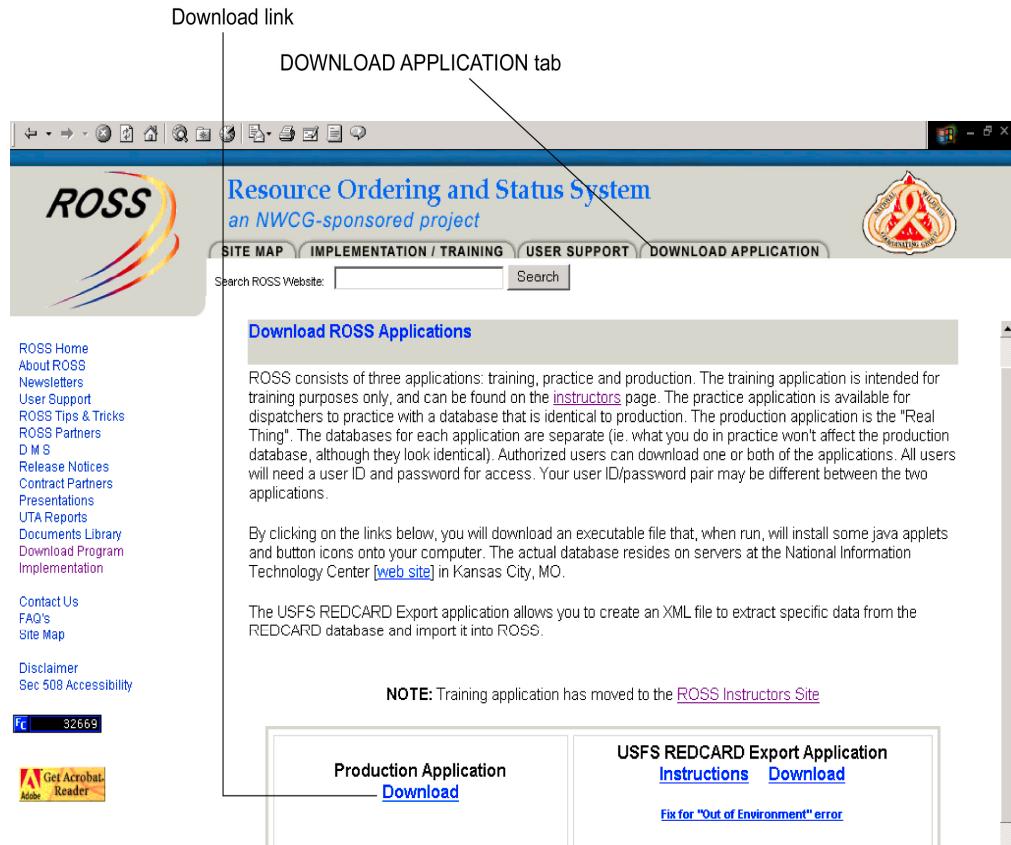
- 1 From the **Desktop**, double-click the **Internet Explorer** icon.
- 2 In the **Address** box, type <http://ross.nwrg.gov>, and then press Enter.
- 3 On the **ROSS Main Page**, click the **DOWNLOAD APPLICATION** tab.
- 4 In the **Production Application** box, click the **Download** link.
- 5 On the **ROSS web page**, click the **Download ROSSPROD Installer** button, and then click **OK** on the **Microsoft Internet Explorer WARNING** dialog box.
- 6 On the **File Download** dialog box, click to select **Save this program to disk**, and then click **OK**.

- 7 On the **Save As** dialog box, save **ROSS.exe** to the **Desktop**, and then click **Save**.

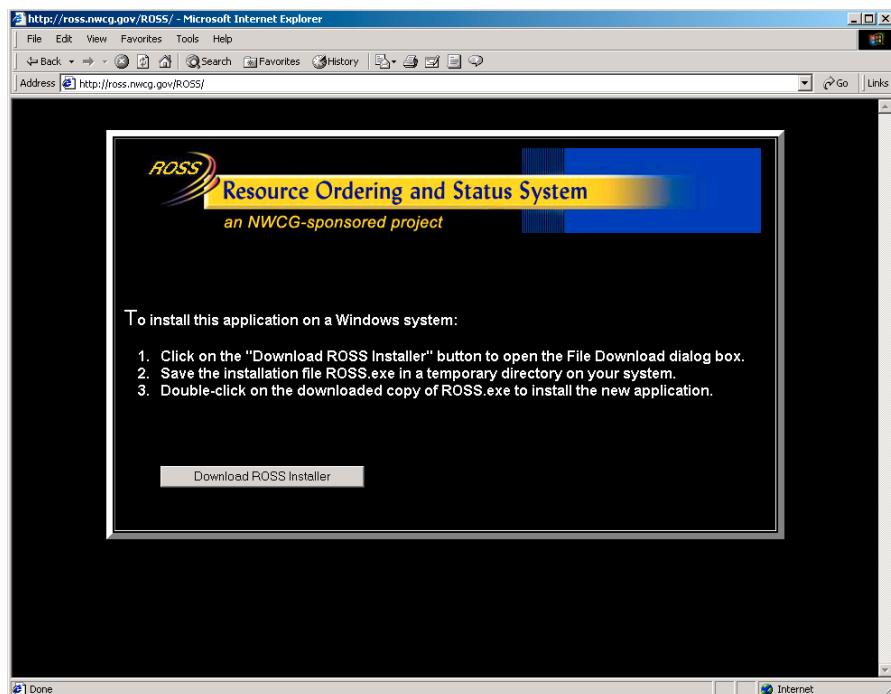
You may save ROSS.exe to any location of your choice.

- 8 When the **ROSS web page** redisplays, close **Internet Explorer**.

The following diagram shows the DOWNLOAD APPLICATION tab on the ROSS Main Page.



The following diagram shows the ROSS web page.



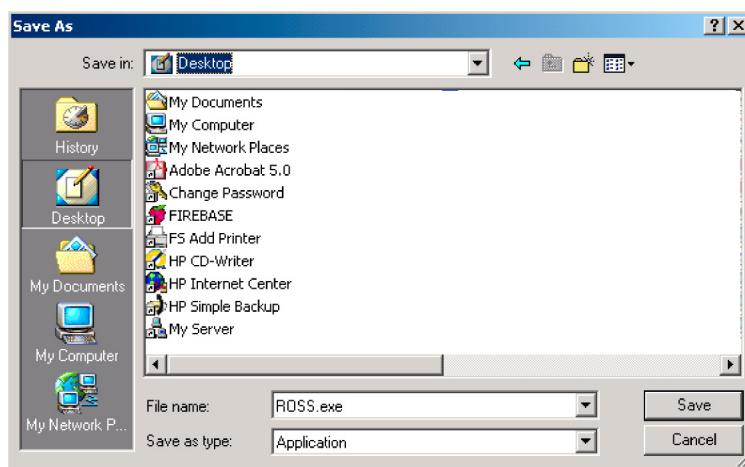
The following diagram shows the Microsoft Internet Explorer WARNING dialog box.



The following diagram shows the Save As dialog box.



The following diagram shows the Save As dialog box.



To install ROSS on your personal computer

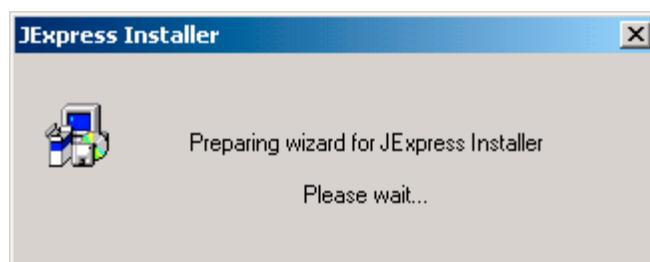


- 1 From the **Desktop**, double-click the **ROSS.exe** icon.
- 2 On the **Installer** dialog box, click the **Next** button.
- 3 To install ROSS in the default installation directory, click the **Install** button on the **Installer** dialog box.

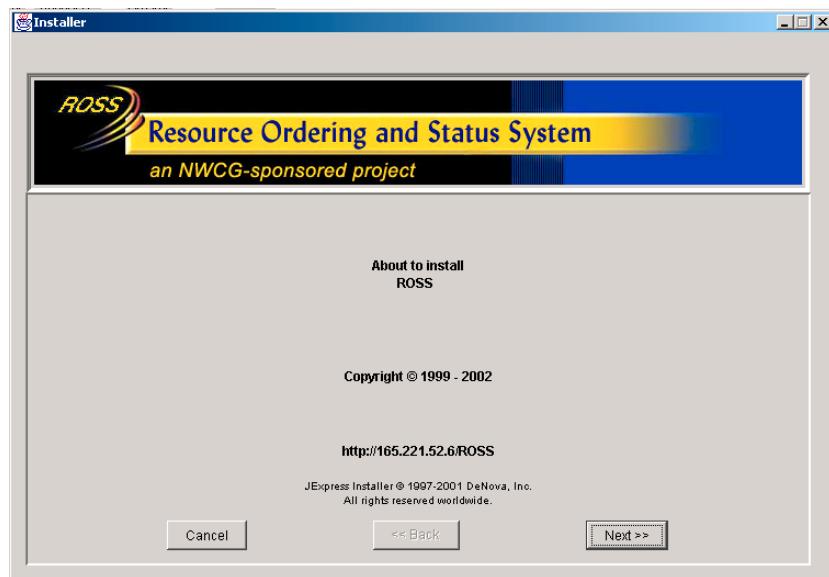
*To install ROSS in the directory of your choice, click the **Browse** button, and then select the directory.*

- 4 When the installation is complete, click the **Finished** button on the **Installer** dialog box.

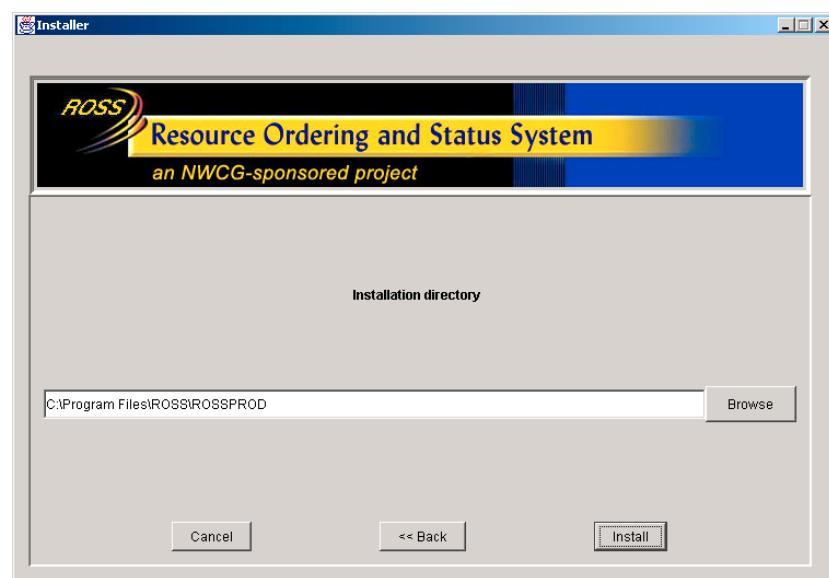
The following diagram shows the JExpress Installer message that displays after you double-click the ROSS.exe icon.



The following diagram shows the Installer dialog box.



The following diagram shows the default ROSS Installation Directory.



The following diagram shows the Installer dialog box that displays when the ROSS installation process is complete.

