

Using the ROSS Data Delivery System

This document explains how to use the ROSS Data Delivery System and perform the following:

- access the ROSS data draw web page
- retrieve data and save it to your desktop
- open MS Excel and manipulate the data as needed
- download video clips that will help you perform basic MS Excel functions.

You must have a valid DMS username and password to use the ROSS Data Delivery System.

For more information about the ROSS Data Draw, refer to, “ROSS Data Dictionary,” which is available on the ROSS web site.

To access the ROSS data draw web page

- 1 Start your Internet browser.
- 2 In the **Address** bar, type <https://datadraw.ross.nwcg.gov/> and then press ENTER.
- 3 On the **Enter Network Password** dialog box, type your **DMS User Name** and **DMS Password**, and then click **OK**.



Index listing of ROSS data - sample

The screenshot shows a Microsoft Internet Explorer window with the title bar "Index of / - Microsoft Internet Explorer provided by USDA Forest Service". The address bar contains the URL "https://datadraw.ross.nwrg.gov/". The main content area displays a table titled "Index of /" with columns for Name, Last modified, Size, and Description. The table lists 15 entries, each represented by a folder icon and a link to a sub-directory. The last modified date for most entries is May 27, 2004, except for CO-RMC/ (Jun 03, 2004) and ID-FCK/ (May 21, 2004). The description column shows all entries as "-". At the bottom of the page, the text "IBM_HTTP_Server Server at datadraw.ross.nwrg.gov Port 80" is visible.

Name	Last modified	Size	Description
AK-ACC/	27-May-2004 11:30	-	
CA-CIFC/	27-May-2004 11:30	-	
CA-ONC/	27-May-2004 11:30	-	
CA-OSCC/	27-May-2004 11:30	-	
CO-RMC/	03-Jun-2004 13:56	-	
GA-SAC/	27-May-2004 11:30	-	
ID-FCK/	21-May-2004 13:17	-	
ID-NIC/	03-Jun-2004 12:45	-	
MN-EAC/	27-May-2004 11:30	-	
MT-NRC/	03-Jun-2004 12:47	-	
NM-SWC/	27-May-2004 11:30	-	
NV-WBC/	03-Jun-2004 13:56	-	
OR-NWC/	27-May-2004 11:30	-	
UT-EBC/	03-Jun-2004 13:56	-	

To retrieve the data of your choice

- 1 From the Index listing of ROSS data, click the Name of your choice.

- 2 On the **Index listing**, right-click the **Name** of your choice that has the **.xls** file extension, and then click **Save Target As**.

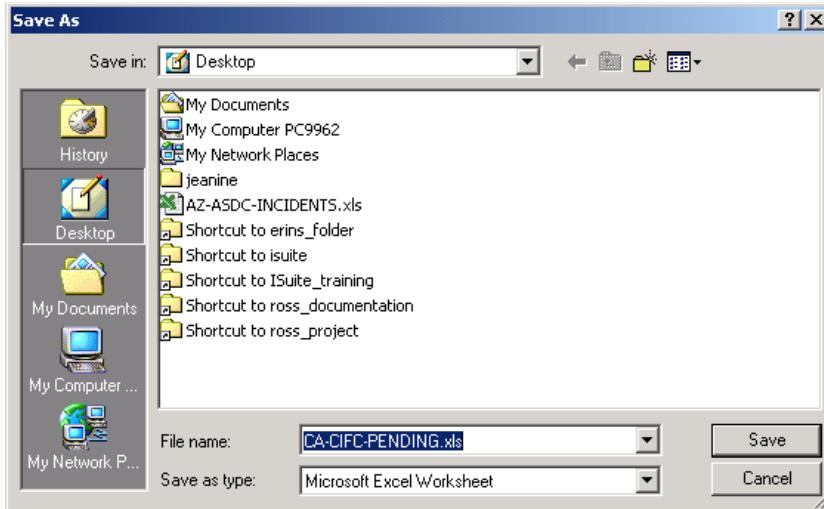
The screenshot shows a Microsoft Internet Explorer window with the title bar "Index of /CA-CIFC - Microsoft Internet Explorer provided by USDA Forest Service". The address bar contains the URL "https://datadraw.ross.nwrg.gov/CA-CIFC". The main content area displays a table titled "Index of /CA-CIFC" with columns for Name, Last modified, Size, and Description. The table lists several files:

Name	Last modified	Size	Description
Parent Directory		-	
CA-CIFC-HISTORY.MDB	04-Jun-2004 09:30	104K	
CA-CIFC-INCIDENTS.XLS	04-Jun-2004 03:46	11K	
CA-CIFC-PENDING.XLS	04-Jun-2004 07:56	7.0K	
CA-CIFC-QUALS.XLS	04-Jun-2004 00:48	15K	
CA-CIFC-REQUESTS.XLS	04-Jun-2004 09:46	12K	
CA-CIFC-RESOURCES.XLS	04-Jun-2004 05:31	16K	
CA-CIFC-SUMMARY.XLS	04-Jun-2004 01:00	12K	
CA-CIFC-UNLINKED.XLS	04-Jun-2004 01:00	12K	

At the bottom of the page, the text "IBM_HTTP_Server Server at datadraw.ross.nwrg.gov Port 80" is visible.

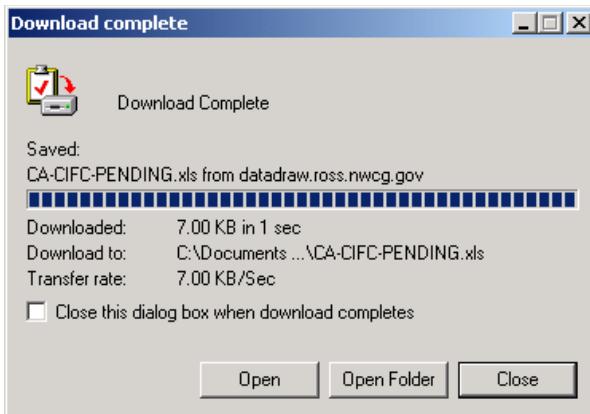
You must select a file that has the MS Excel file extension (.xls).

- 3 On the **Save As** dialog box, save the.xls file to your desktop or to a location of your choice.



*This dialog box shows the file **CA-CIFC-PENDING.xls** being saved to the desktop.*

- 4 On the **Download complete** dialog box, click **Close**.



To open the downloaded file into MS Excel

This task explains how to open an.xls file from your desktop. If you saved the downloaded file in another location, you must navigate to that location to open the file.



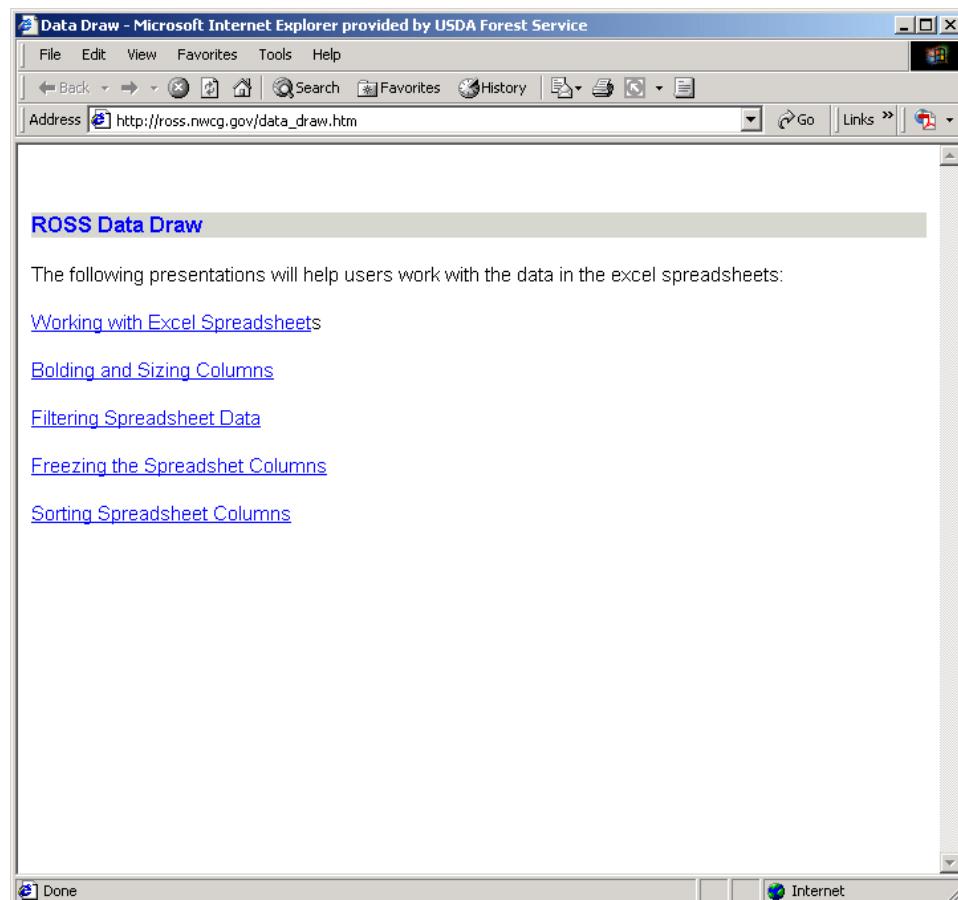
- 1 On your **desktop**, or the appropriate file location, double-click the .xls file that you downloaded from the **Index listing**.
- 2 Use **MS Excel** to manipulate the data to create the **Reports** of your choice.

To access basic MS Excel instruction video clips

Some agencies may require you to request Administrator access to download and execute these video clips. If you are unable to download and/or execute these video clips, contact your system administrator.

- 1 Start your Internet browser.
- 2 In the **Address** bar, type **http://ross.nwcg.gov/data_draw.htm** and then press Enter.
- 3 Double-click the **topic** file of your choice, and then download that file to your **desktop**.

The following diagram shows the ROSS Data Draw site:
[http://ross.nwcg.gov/data_draw.htm..](http://ross.nwcg.gov/data_draw.htm)



Be sure to save these files to your desktop before starting!
