

ROSS Reports version 2.7 has a brand new look and feel. ROSS now employs Cognos®, which allows you to tailor reports to suit your analysis needs. You can save reports in a variety of file formats for use in spreadsheet and/or database applications.

## To change your default view and time zone preferences

- 1 On the **Cognos Connection** toolbar, click the **Tools** drop-down arrow, and then click **My Preferences**.
- 2 Under **Portal-Default View**, click **Details**.
- 3 Under **Time zone**, click to select **Use the following time zone**.
- 4 Click the **Time zone** drop-down arrow, click to select the **time zone** of your choice, and then click **OK**

*When you first run a report from the Public Folder, the report view is in the PDF format. You may change the report view and then save it to My Folders. Once saved, the report in My Folders runs and displays in that saved format.*

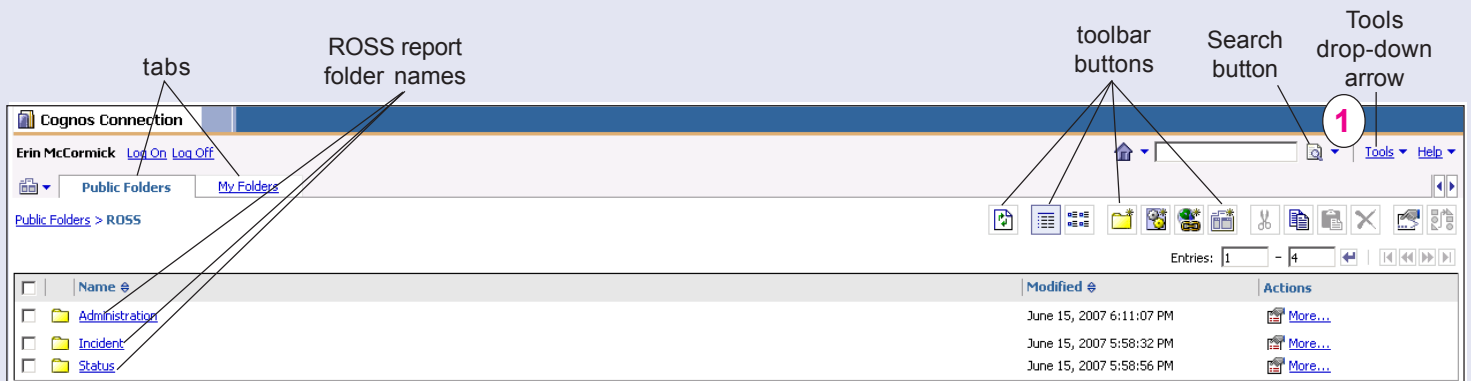
## To run a report now

- A On the **Public Folders** tab or the **My Folders** tab, click to select the **ROSS report name** of your choice.
- B On the **filter criteria** screen that displays for the report of your choice, click **( )** to open the filter options.
- C For each required field, click to select the **filter criteria** of your choice, and then click **Filter**

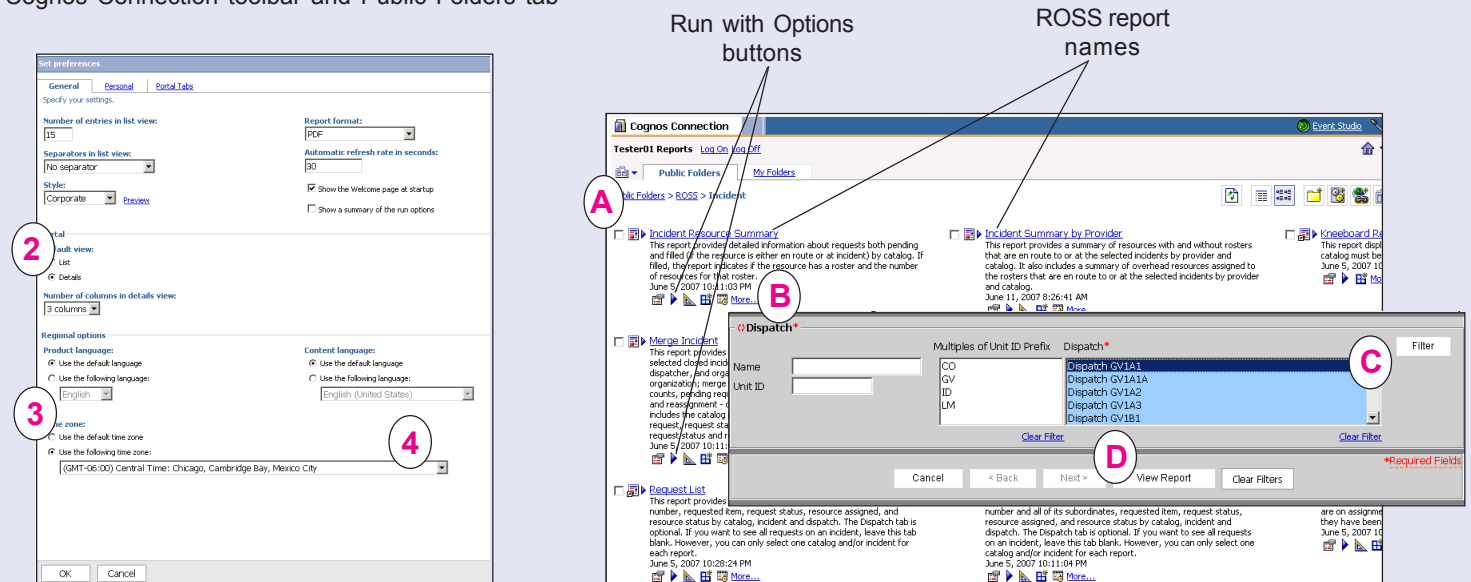
*Required filter criteria display a red asterisk (\*) next to its name. To perform a wildcard search, type an asterisk (\*) before and/or after the item before clicking the Filter button*

- D When finished selecting all required fields, click

**View Report**



Cognos Connection toolbar and Public Folders tab



Set Preferences screen

partial listing of reports in the Incident folder with a Details view

**Trouble viewing your reports? Contact the ROSS Helpdesk: 866-224-7677 or email: [helpdesk@dms.nwcg.gov](mailto:helpdesk@dms.nwcg.gov)**

# Printing and Saving ROSS reports

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VERSION 2.7

## To complete filter criteria

1 On the **Filter Criteria** screen that displays for the report of your choice, click **( )** to open the filter options.

*Filter options may already be opened for entry.*


2 For each required field, click to select the **filter criteria** of your choice, and then click **Filter**

*Remember, you can perform a wildcard search to narrow your filter criteria!*

3 When finished selecting all required fields, click


**View Report**

## To print a ROSS report while in Cognos

- Run the **ROSS report** of your choice in **PDF** format.
- On the **Cognos Report Studio** toolbar, click  or click **CTRL + P**, and then complete the **Print** dialog box.

*To print a report as it appears on your screen, you must run it in the PDF file format.*

## To save a report to your personal computer


A Run the report of your choice, and then click  on the **Cognos Connection** toolbar.

B On the **Save as Report View** screen, type the **name of the report** in the **Name** box.

C On the **Save a Copy** dialog box, save the report to the folder and file location of your choice.

**Saving in Excel.** To save a report in Excel 2000 single sheet or Excel 2002, you must enable all "Downloads" on your Internet Explorer (IE) browser. For IE6, click the **Tools** menu on your Internet browser; click to select **Internet Options**, click to select the **Security** tab, click the **Custom Level** button, and then scroll to **Downloads**. Under **File download** and under **Font download**, click to select the **Enable** option. For IE7, also click to select the **Enable** option under **Automatic prompting for file downloads**.

## To save a report view

- Run the **ROSS report** of your choice, and then click .
- On the **Save as report view** screen, click **Select My Folders**, and then click **OK**

the red dashed line designates a required field that has yet to be selected

Save as report view screen


Filter criteria screen - an example


Save as Report View    Run - return to report criteria selection page    Home - return to Public Folder listing    Return - return to report listing    View in Format buttons

Email Report    Go To Options drop-down arrow    View in HTML Format    View in PDF Format    View Excel Options drop-down arrow    View in XML Format

Cognos Report Studio toolbar




Save a Copy dialog box

 The Run button returns you to the screen where you entered the filter criteria for your report. See the diagram above, "Filter criteria screen - an example," for an example of this screen.



 The Return button returns you to the previous report listing. See the diagram on the previous page, "partial listing of reports in the Administration folder," for an example of this screen.

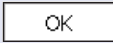
# Scheduling ROSS reports

## To schedule a single report to run on a regular basis

- 1 Click **More** that corresponds to the **report** of your choice, and then click  on the **Perform an action** screen.
- 2 Complete the **New Report View wizard** screen as appropriate.
- 3 Click **Select My Folders**, and then click  **Finish**
- 4 Click the **My Folders** tab, and then click  that corresponds to the **report** of your choice.
- 5 On the **Schedule** screen, click to select the **tab** of your choice.

6 Under **Prompt values**, click to select the **Override default values** check box, and then click **Set**

7 Complete the **filter criteria** screen that displays for the report of your choice, click  **Filter** and then click  **View Report**

8 On the **Schedule** screen that displays for the tab you selected, complete the information as appropriate, and then click  **OK**

**1** Perform an action - Request List

**2** Specify name and description - New Report View wizard

**3** Cognos Connection

**4** Cognos Connection



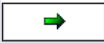
**5** Schedule - Report View of Request List

**6** Schedule - Daily reports

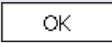
**7** Incident Resource List

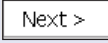

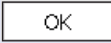
**8** Schedule - Daily reports

## To schedule multiple reports to run on a regular basis

- 1 On the Cognos Connection toolbar, click 
- 2 Complete the **New Report View wizard** screen as appropriate.
- 3 Click **Select My Folders**, and then click 
- 4 On the **New job wizard** screen, click **Add**, click to select the **check boxes** that correspond to the **reports** you want to schedule, and then click 

*If appropriate, navigate to the **Public Folders** and add those to your list!*

- 5 When finished adding all the reports you want to schedule, click 
- 6 On the **New job wizard** screen, set the **Options and prompt values** for each report as appropriate.

- 7 Under **Submission of steps**, click to select the **option** of your choice, and then click 
- 8 On the **Select an action - job** screen, click to select **Save and schedule**, and then click 
- 9 On the **Schedule** screen, click to select the **tab** of your choice.
- 10 On the **Schedule** screen that displays for the tab you selected, complete the information as appropriate, and then click 

**Renew your credentials!** Remember to renew your credentials whenever you change your ROSS password! Otherwise, your scheduled reports will fail! For more information see the chapter, "Reports - running and scheduling reports," in the ROSS User's Guide.

The screenshot illustrates the 'New Job wizard' process in Cognos Connection. It shows the 'My Folders' pane on the left, the 'Name and description - New Job wizard' dialog (1), the 'Select entries (Navigate) - New Job wizard' dialog (2, 4, 5) where reports are selected, the 'Select the steps - New Job wizard' dialog (6) where options and values are set, the 'Submission of steps' dialog (7), the 'Select an action - job' dialog (8), and the 'Schedule - Daily report for Incident XYZ' dialog (9, 10) where the start and end dates and frequency are defined.