Working with Excel ROSS Reports

DATE: 01/10/11 VERSION 2.13

This Quick Reference Card explains how to setup your security settings to access ROSS Reports, generate a ROSS User Community Report in Excel, and then save it to your personal computer or laptop.

To modify your computer Internet security settings

Perform this task to download and open an Excel ROSS report on your computer. You may need to contact your System Administrator to complete this task. You will need to perform this task only once!

1 Start **Internet Explorer**.

2 On the **Tools** menu, click **Pop-up Blocker**, and then click to select **Turn Off Pop-up Blocker**.

3 On the **Tools** menu, click **Internet Options**.

4 On the **Internet Options** dialog box, and then click the **Security** tab.

5 On the **Security** tab, click [Trusted sites] and then click [Sites]

6 On the **Trusted sites** dialog box, in the **Add this website to the zone** text box, type **http://*.nwcg.gov**, click [Add] and then click [Close]

7 On the **Security** tab, click the **Internet** icon, and then click [Custom level...]

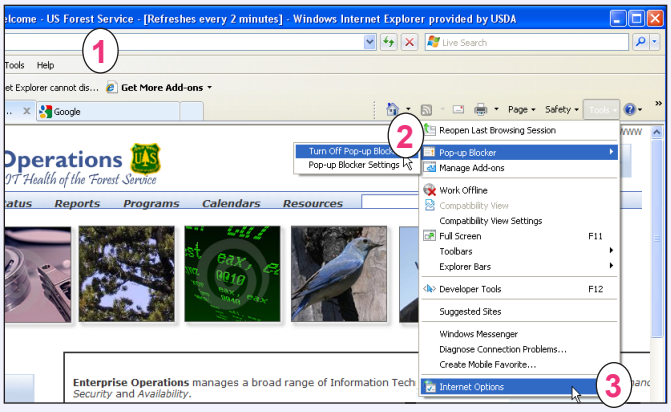
8 On the **Security Settings - Internet Zone** dialog box under **Settings**, click the scroll bar to display **Downloads**.

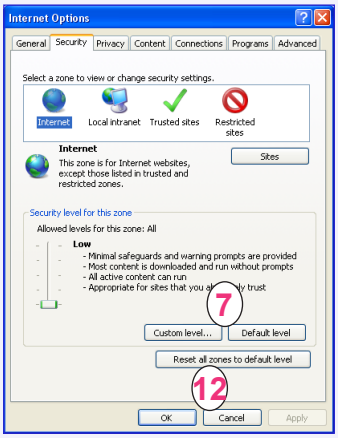
9 Under **Automatic prompting for file downloads**, click **Enable**.

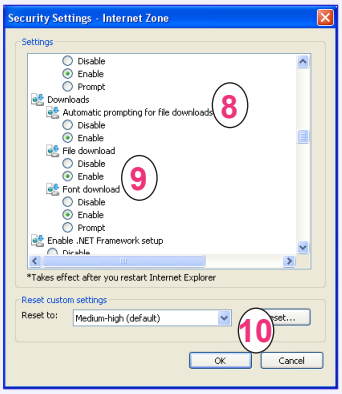
10 Under **File download**, click **Enable**, and then click [OK] to close the **Security Settings - Internet Zone** dialog box.

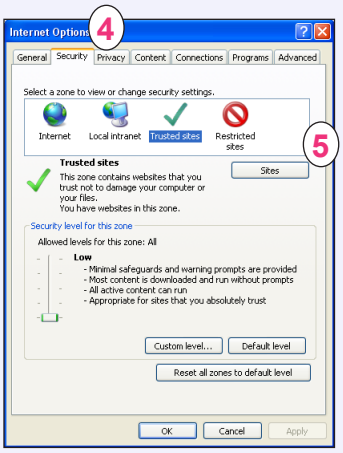
11 Repeat steps #6 through #9 for **Intranet** icon and **Trusted Sites** icon.

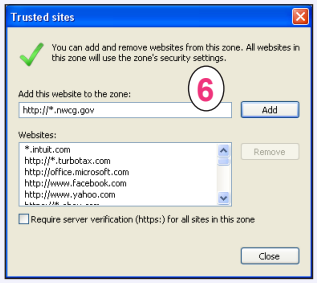
12 On the **Internet Options** dialog box, click [OK] and then **close Internet Explorer**.

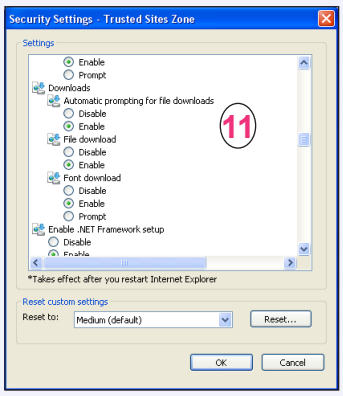


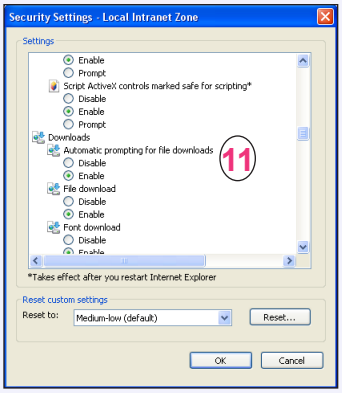












Working with Excel ROSS Reports

Date: 01/10/11 *Version 2.13*

To export a report in Cognos to Excel

This task outlines how to generate a sample report for Requests by Incident Number by Catalog.

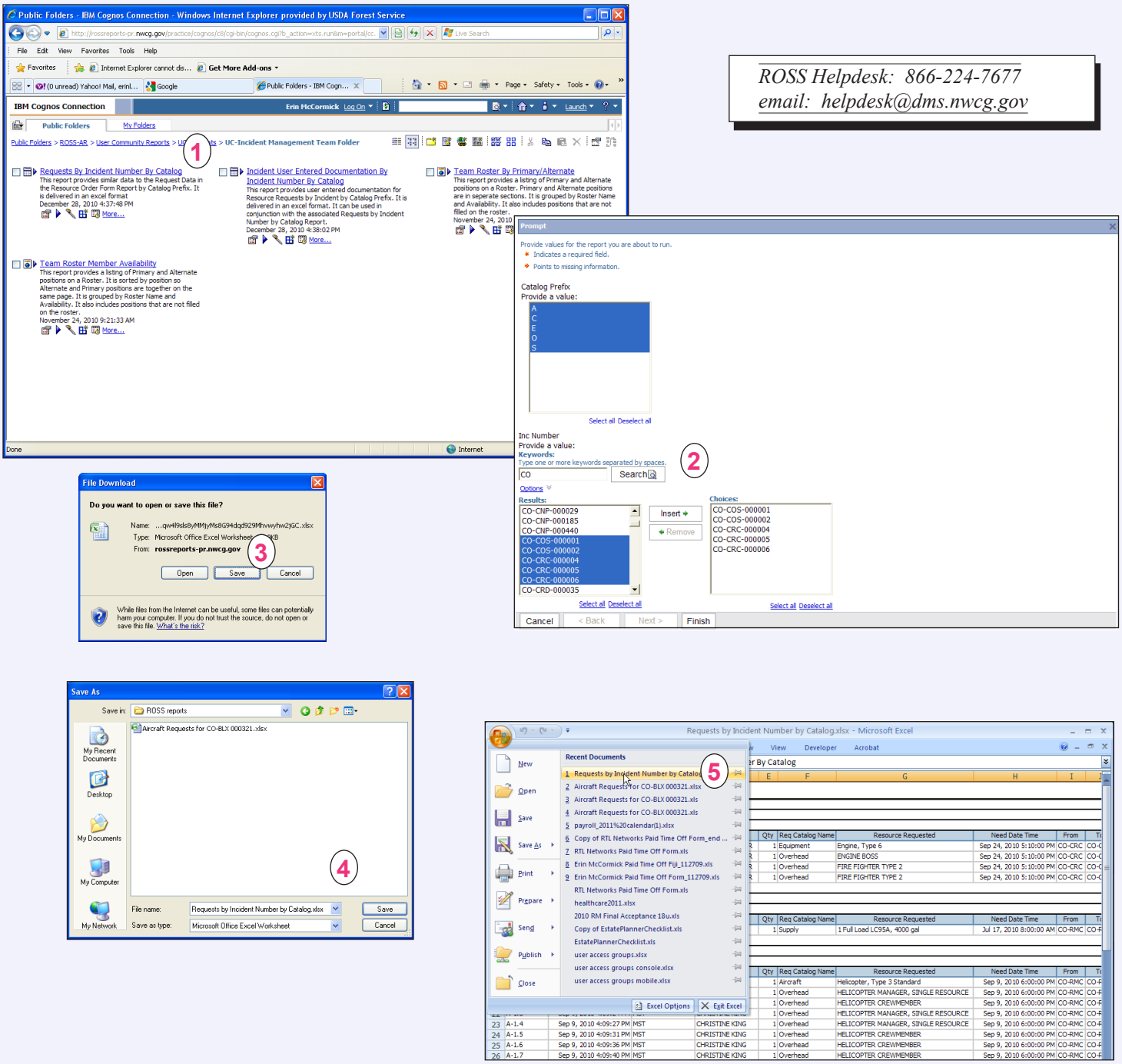
1 Run the **User Community** report of your choice.

2 Complete the **Prompt** screen for the report of your choice, and then click Finish

3 On the **File Download** dialog box, click Save

4 On the **Save As** dialog box, save the report to the **file location** of your choice.

5 Start **MS Excel**, click and then open the **Excel report** of your choice.

You may now manipulate the column widths and other formatting in MS Excel as appropriate for your needs.

ROSS Helpdesk: 866-224-7677
email: helpdesk@dms.nwcg.gov