This Quick Reference Card explains how to access ROSS Reports via the FS Citrix Farm, generate a ROSS User Community Report in Excel, and then save it to your personal computer or laptop.

To log on to ROSS using Citrix - *for FS users*

1 Start your Internet browser, and then type the appropriate address in the **Address** bar:

- For FS users with FS computers,
  type http://ibs.fs.fed.us/Citrix/auth/login.jsp

- For FS users with non-FS computers,
  type https://ibs.fs.fed.us/Citrix/auth/login.jsp

*You must have an **Active Directory account** to use Citrix. For more information contact the ROSS Citrix coordinator for your geographic area.*

2 On the **Citrix Web Interface Login** screen under **Login**, complete the following information

- Active Directory user name
- Active Directory password.

3 In the **Domain** box, type **DS**, and then click [Log In]

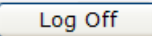**4** Under **Applications**, double-click [ROSS 2_13]

*If this is the first time you are using Citrix, double-click the **National Applications** folder, double-click the **ROSS** folder, and then double-click **ROSSv2_13**.*
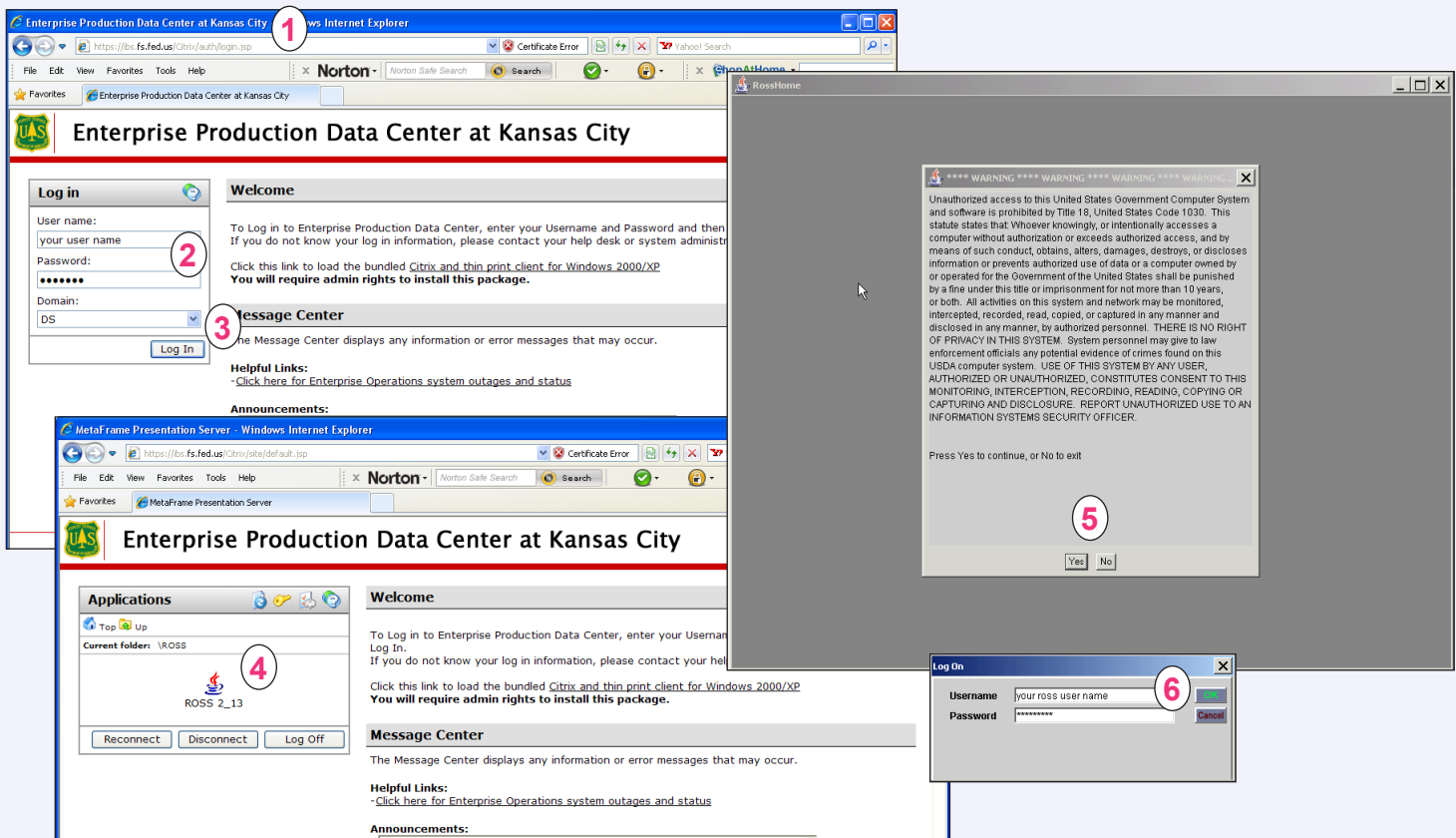
5 On the **ROSSHome** screen, click [Yes]

6 Log in as usual, using your **ROSS username** and **ROSS password**.

To exit ROSS and the Citrix Farm

A On the **File** menu, click **Exit ROSS**, and then click [Yes]

B On the **Citrix Web Interface Applications** screen, click [Log Off] and then close your Internet browser.

Proceed to the next task, "To generate a ROSS User Community Report."

To export a report in Cognos to Excel

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

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, double-click each folder to navigate to **ds.fs.fed.us T:\DataCenter\citrix\Home***your DS username folder***\My Documents**.

You may also elect to save the report in a subfolder of My Documents as needed.

5 In the **File name** text box, type the **name of the report**.

6 In the **Save as type** text box, verify that the report will be saved as a **Microsoft Office Excel 97-2003 Worksheet**, and then click Save

7 On the **Download complete** dialog box, click Close

To quickly locate your DS username folder on ds.fs. fed.us T:

A On the **Save As** dialog box, double-click each folder to navigate to **ds.fs.fed.us T:\DataCenter\citrix\Home**.

B In the **Home** folder, type the first letter of **your DS username**.

The cursor automatically advances to the first folder that begins with that letter.

C Scroll to locate and then click to open **your DS username folder**.

Proceed to the next task, "To save an Excel ROSS report to your computer."

## To save an Excel ROSS report to your computer

1 On your personal computer or laptop, start **MS Excel**, click and then click **Open**.

2 On the **Open** dialog box, double-click each folder to navigate to **ds.fs.fed.us T:\DataCenter\citrix\Home*your DS username folder*\My Documents**.

3 Click to select the **name of the report**, and then click [Open]

4 On the **Microsoft Office Excel** dialog box, click [Yes]

5 As needed, complete the **Text Import Wizard** dialog boxes.

6 In **MS Excel**, click and then click **Save As**.

7 On the **Save As** dialog box, save the report to the f**ile location** of your choice.

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

When finished working in Cognos, ROSS, and Citrix, be sure to close all windows!
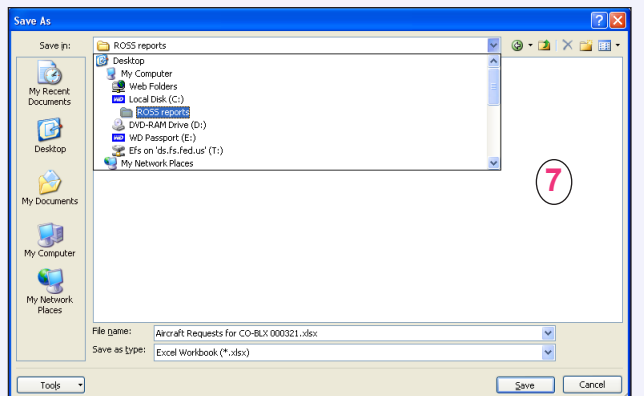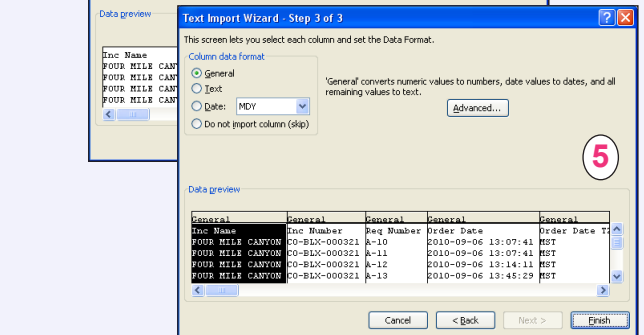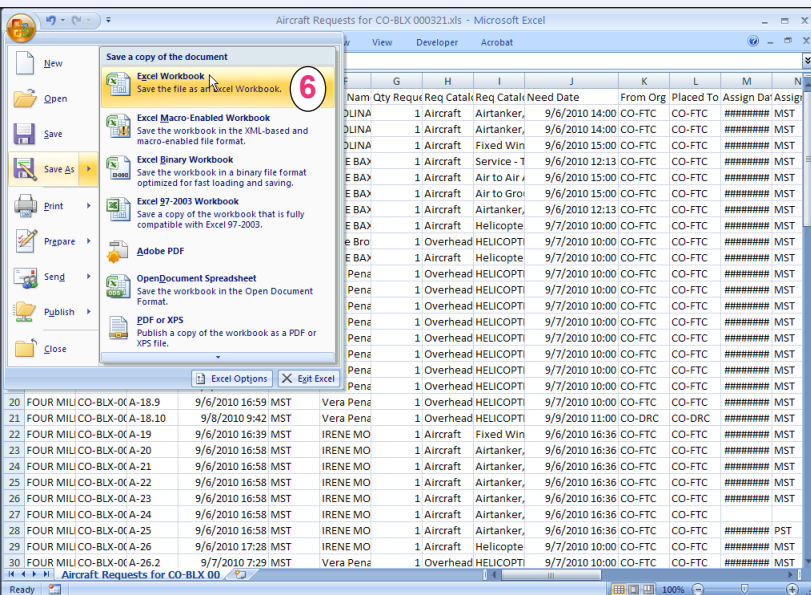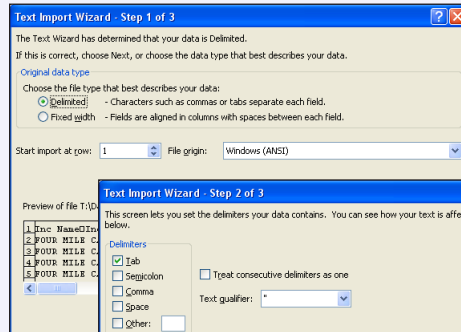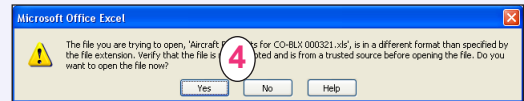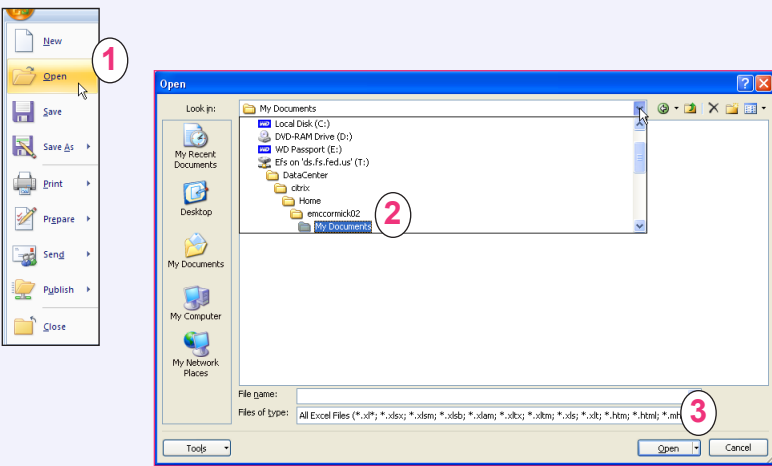
ROSS Helpdesk: 866-224-7677
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