

Working with Excel ROSS Reports - for non-FS Citrix Users

DATE: 01/10/11

VERSION 2.13

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

To setup drive access for individual ROSS user's computer

Perform this task before attempting to save ROSS reports to your desktop for the first time!

- 1 In WordPad or NotePad, type the following text
[Access]
GlobalSecurityAccess=405
- 2 Save the file as ASCII text in the following folder
C:\Documents and Settings\\Application Data\ICAClient\webica.ini.

To log on to ROSS using Citrix

- A Start your Internet browser, and then type <https://ross.fs.fed.us/Citrix> in the Address bar.

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

- B On the Citrix Web Interface Login screen under Login, complete the following information and then click

- Active Directory user name
- Active Directory password.

- C On the Web Interface screen, click 

If you are having trouble logging in for the first time see the task, "To manually install the Citrix plug-in" on this quick reference card.

- D On the ROSSHome screen, click

- E Log in as usual, using your ROSS username and ROSS password.

To exit ROSS and the Citrix server

- Exit ROSS, click on the Citrix Web Interface Applications screen, and then close your Internet browser.

If you are also in Cognos running ROSS Reports, exit Cognos, exit ROSS, and then log off Citrix!

The collage of screenshots illustrates the steps for setting up drive access and logging into ROSS. The screenshots include:

- 1. A Notepad window with the text "[Access] GlobalSecurityAccess=405".
- 2. A Windows Explorer window showing the folder path "C:\Documents and Settings\\Application Data\ICAClient".
- A Windows Internet Explorer window showing the "MetaFrame Presentation Server Log In" page with a "Log In" button.
- A Windows Internet Explorer window showing the "Web Interface for MetaFrame Presentation Server" with "Applications" and "Welcome" sections.
- A "ROSS Message Center" warning dialog box.
- A "Log On" dialog box with "Username" and "Password" fields and a "Log In" button.
- A "Yes/No" dialog box.

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To export a report in Cognos to Excel

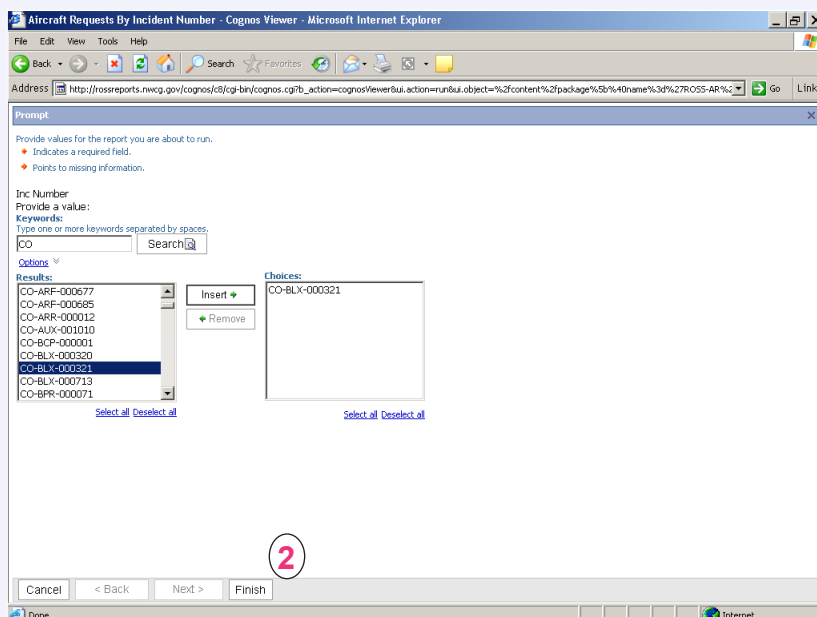
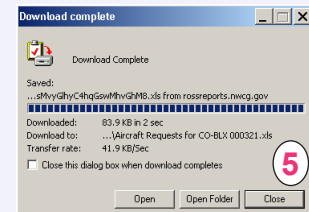
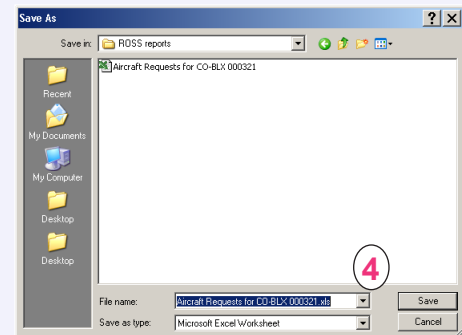
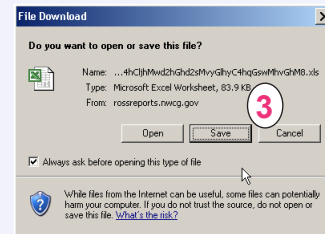
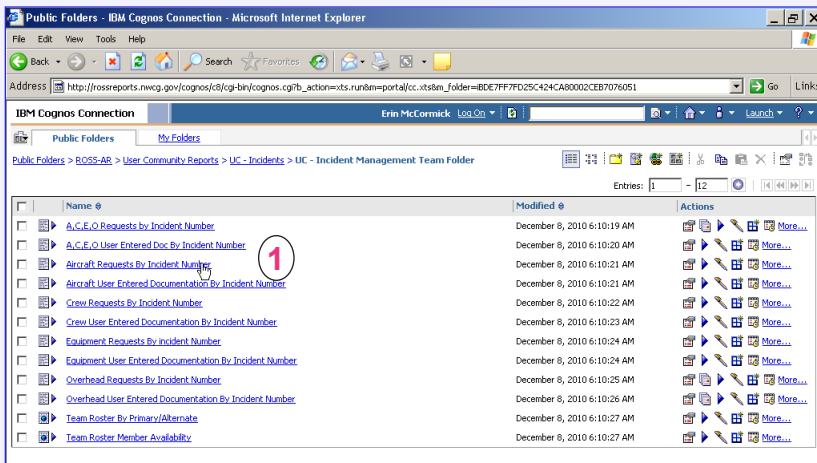
This task outlines how to generate a sample report for Aircraft Requests by Incident Number.

- 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 **Download complete** dialog box, click **Close**
- 5 On the **Save As** dialog box, navigate to **Desktop/My Computer/CS on 'Client' (V:)**, and then navigate to the **folder** of your choice.

- 6 In the **File name** text box, type the **name of the report**.
- 7 In the **Save as type** text box, verify that the report will be saved as a **Microsoft Excel Worksheet**, and then click **Save**
- 8 On the **Download complete** dialog box, click **Close**

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!



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