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

Community Report in Excel, and then save it to your personal co To setup drive access for individual ROSS user's computer	<ul> <li>B On the Citrix Web Interface Login screen under Login, complete the following information and then click Log Ir</li> <li>Active Directory user name</li> </ul>			
<i>Perform this task before attempting to save ROSS reports to your desktop for the first time</i> !	<ul> <li>Active Directory assword.</li> </ul>			
1 In WordPad or NotePad, type the following text	C On the Web Interface screen, click Ross 2_13			
<ul> <li>[Access] GlobalSecurityAccess=405</li> <li>2 Save the file as ASCII text in the following folder C:\Documents and Settings\<username>\Application Data\ICAClient\webica.ini.</username></li> </ul>	<ul> <li>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.</li> <li>D On the ROSSHome screen, click </li> <li>E Log in as usual, using your ROSS username and ROSS password.</li> </ul>			
To log on to ROSS using Citrix	To exit ROSS and the Citrix server			
A Start your Internet browser, and then type https://ross.fs.fed.us/Citrix in the Address bar.	• Exit ROSS, click Log Off on the Citrix Web Interface Applications screen, and then close your Internet browser.			
You must have an Active Directory account to use Citrix. For more information contact the ROSS Citrix coordinator for your geographic area.	If you are also in Cognos running ROSS Reports, exit Cognos, exit ROSS, and then log off Citrix!			

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Pomain:				Username	OK
Domain:         If you get a error launch.ica or launch.jsp when you run Ross.           ROSS <ul> <li>Please click on the link to download the Citrix Client</li> </ul>		Press Yes to continue, or No	to exit	Password	Cancel
Advanced Options >>>					
Log In ROSS Message Center			$\frown$		
You will need a citrix client to run ross if you donot have it please download	from the link above				

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

## To export a report in Cognos to Excel

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

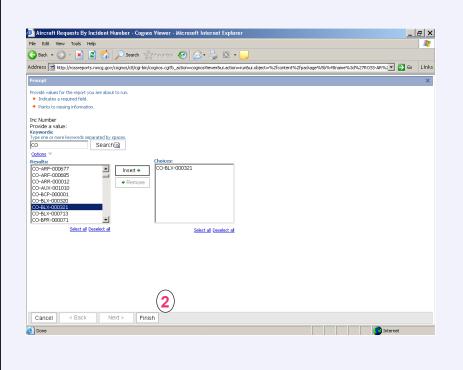
- 1 Run the User Community report of your choice.
- 2 Complete the **Prompt** screen for the report of your choice, and then click Finish
- **3** On the **File download** dialog box, click Save
- 4 On the **Download complete** dialog box, click Close
- 5 On the Save As dialog box, navigate to Desktop/My Computer/C\$ 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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