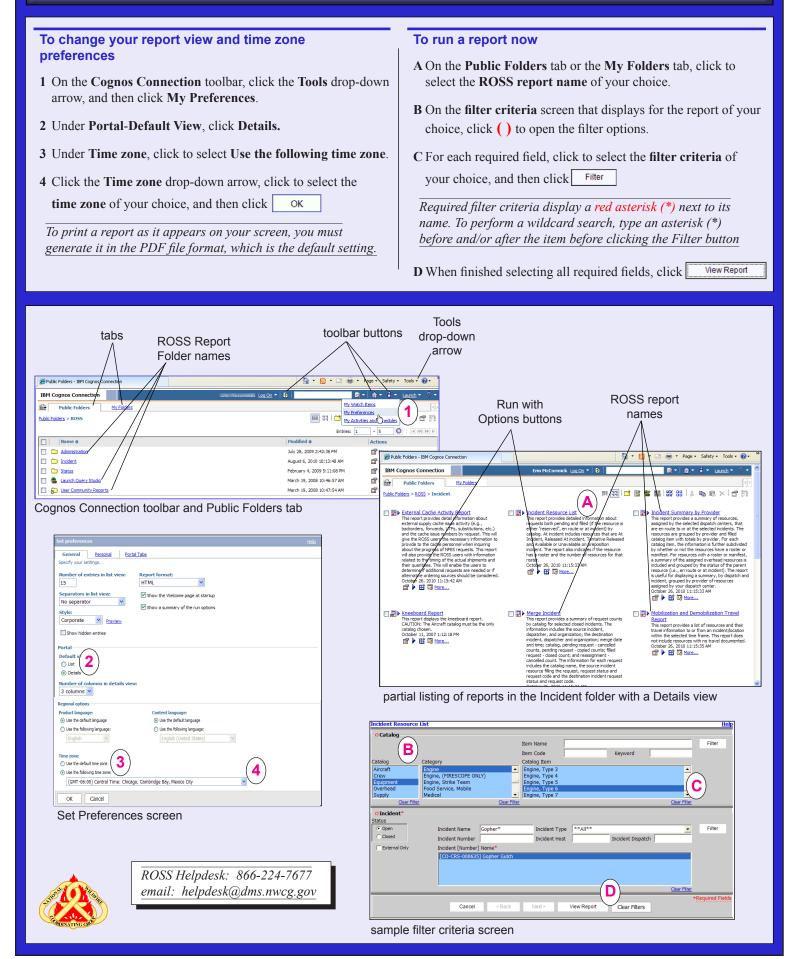
Running ROSS Reports



Printing and Saving ROSS Reports

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 save a report view to My Folders in Cognos

- a Run the ROSS report of your choice, click the **Keep this** version drop-down arrow, and then click to select **Save as Report View**.
- **b** On the **Save as report view** screen, click **Select My Folders**, and then click **OK**

To save a report to your personal computer in another format

By default, all reports are saved in the .pdf format.

A Run the report of your choice, and then click \blacksquare on the Cognos Connection toolbar, and then click to select the file format of your choice.

Saving the report in .CSV format is the best option for Excel. You can convert the report later when you open it using your particular version of MS Excel.

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

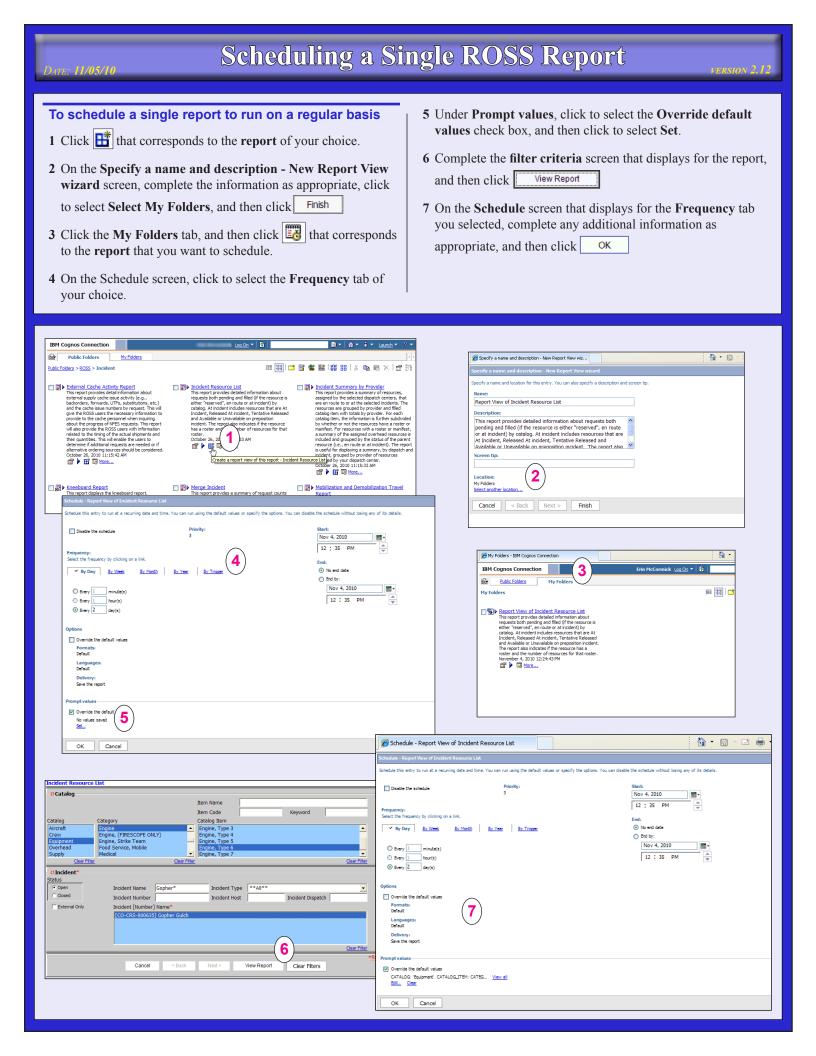
After saving your report, click to *return to your Cognos report.*

To print a ROSS report

I Run the **ROSS report** of your choice in **PDF** format.

II On the Cognos Report Studio toolbar, click is or click Ctrl + P, and then complete the Print dialog box.

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Catalog	Category	Item Code Catalog Item	Keyword				- (U U U	/ · · · · ·	View in PDF Format
Aircraft	Engine	Engine, Type 3		•					View in XML Format
Crew	Engine, (FIRESCOPE ONLY)	Engine, Type 4				Resource Ordering and S		View in Excel 2007 Format	View in Excel Option
Equipment Overhead	Engine, Strike Team Food Service, Mobile	Engine, Type 5 Engine, Type 6				Filter Criteria:	Incident Resource List	View in Excel 2002 Format	
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Scheduling Multiple ROSS Reports

To schedule multiple reports to run on a regular basis

- 1 On the Cognos Connection toolbar, click 📓
- 2 On the Specify a name and description New Report View wizard screen, complete the information as appropriate, click to select Select My Folders, and then click Next >
- 3 On the Select the steps New Job wizard, click Add.
- 4 Click to select 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

OK

- 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 Next >
- 8 On the Select an action job screen, click to select save and schedule, and then click Finish
- **9** On the **Schedule** screen, click to select the **Frequency** tab of your choice.

10 On the Schedule screen that displays for the Frequency tab you selected, complete any additional information as appropriate, and then click OK

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IBM Cognos Connection Erin McCormick Log On V D	Specify a name and location for this entry. You can also specify a description and screen tip.
Dublic Folders	Name:
ALL CLARKER STORES III III 11 IIIII 11 IIII 11 IIIII 11 IIIII 11 IIIII 11 IIIIII	Daily report for Gopher Gulch Incident
	Description:
Administration	list of reports
July 28, 2009 2:42:36 PM August 6, 2010 10:13:48 AM February 4, 2009 5:11:08 PI	M
	· · · · · · · · · · · · · · · · · · ·
Select the steps - New Job wizard	Help X
Select the entries to include as steps of this job and the options to use when this entry runs.	
Steps:	Location: (2)
Implementation of the second sec	Select another location Select My Folders
	Cancel < Back Next > Finish
No entries.	
Addy Remove Modify the sequence Reset to	o default value
Submission of steps:	Select the steps - New Job wizard 100 X
Submitting steps in sequence implies that a step is submitted only upon completion of the step before it.	Safest the endine to include an integr of this job and the options to use when this entry num. Steps
All at once In sequence	Interview of the second s
Continue on error	□ □ > Reput View of Incident Resource List □ □ □ → Nerge Incident □ □ □ → Nerge Incident □ □ □ → Nerge Incident
	La -> Repart List With Subordinates Default /
	Add., Seman Holfs De semanos, Sent la defait rate
Select entries (Navigate) - New Job wizard	Submission of steps: Scontling steps in sequence implicities only upon completion of the step before it.
Navigate the folders or search to find the entries to include in your job. Select the entries you dick the arrow button to update the Selected entries list.	O All at orde © In resource (5)
Available entries (4) Selected entries	Continue on error
Cognos > Public Folders > ROSS > Incident	Defaults for all steps:
Entries: 1 - 12 O ((()))	Contractor or an impact Select this option to specify default values for all steps of this job.
Name	State Stat
Indigent Resource List	Run history details levels Select the level of datals to seve in the run schildy completes successfully. For failed runs, the datals are seved.
Indiant Submit Record Content Indiant Summary by Provider	
Merge Incident	
Mobilization and Demobilization Travel Report	Cancel < Back Next> Finith
Released At Incident By Incident	
Request List With Subordinates	
Resource Order Form by Dispatch Provider	
kesources On Assignment By Provider	Schedule - Daily Reports for Gopher Gulch Incident
Tentative Release By Indident	
UTF Count Report	Schedule the entry to run at a recurring date and time. You can disable the schedule without losing any of its details.
	Disable the schedule Priority: Start:
	3 Nov 5, 2010 III -
OK Cancel	Frequency: 8 : 51 AM
	Select the frequency by clicking on a link.
	By Day By Week By Month By Year By Trigger No end date
	O End by:
Select an action - job	© Every 1 minute(s) Nov 5, 2010 ■
Select whether you want to run, schedule, or save only, when the wizard doses.	© Every 1 hour(s) 8 : 51 AM
Action:	Every 1 day(s)
Save and run once Save and schedule	
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	Entries: 1 - 3 🔘 ((()))
Cancel < Back Next > Finish	> Name Sum > Report View of Incident Resource List
	Incident
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