

# Running ROSS Reports

DATE: 11/05/10

VERSION 2.12

## To change your report view and time zone preferences

- 1 On the **Cognos Connection** toolbar, click the **Tools** drop-down arrow, and then click **My Preferences**.
- 2 Under **Portal-Default View**, click **Details**.
- 3 Under **Time zone**, click to select **Use the following time zone**.
- 4 Click the **Time zone** drop-down arrow, click to select the **time zone** of your choice, and then click **OK**

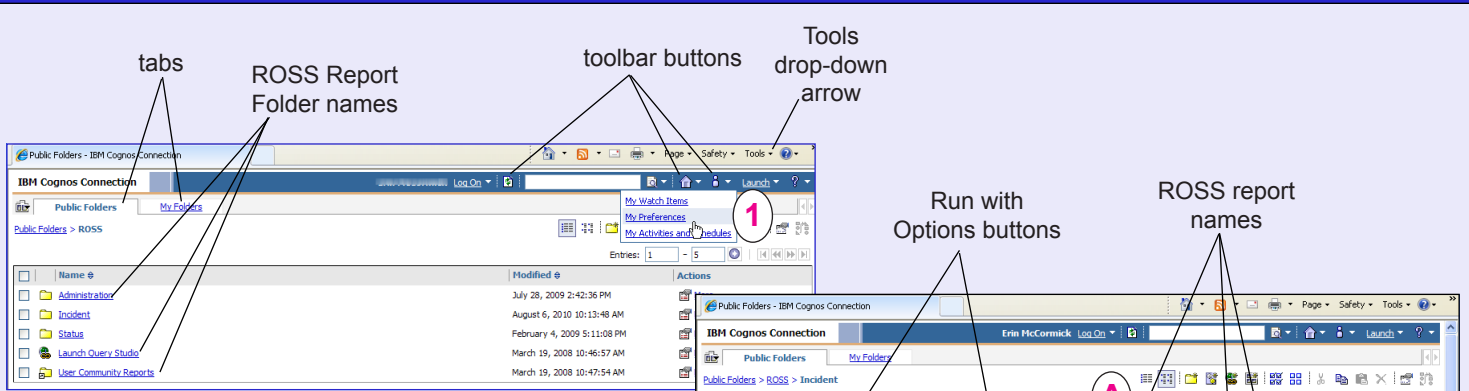
To print a report as it appears on your screen, you must generate it in the PDF file format, which is the default setting.

## To run a report now

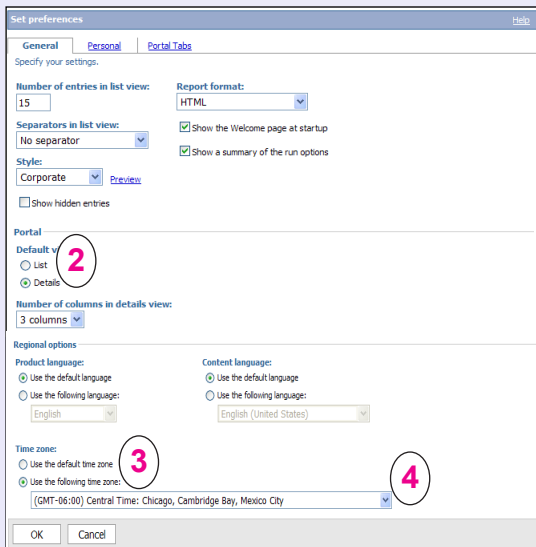
- A On the **Public Folders** tab or the **My Folders** tab, click to select the **ROSS report name** of your choice.
- B On the **filter criteria** screen that displays for the report of your choice, click **( )** to open the filter options.
- C For each required field, click to select the **filter criteria** of your choice, and then click **Filter**

Required filter criteria display a **red asterisk (\*)** next to its name. To perform a wildcard search, type an asterisk (\*) before and/or after the item before clicking the **Filter** button

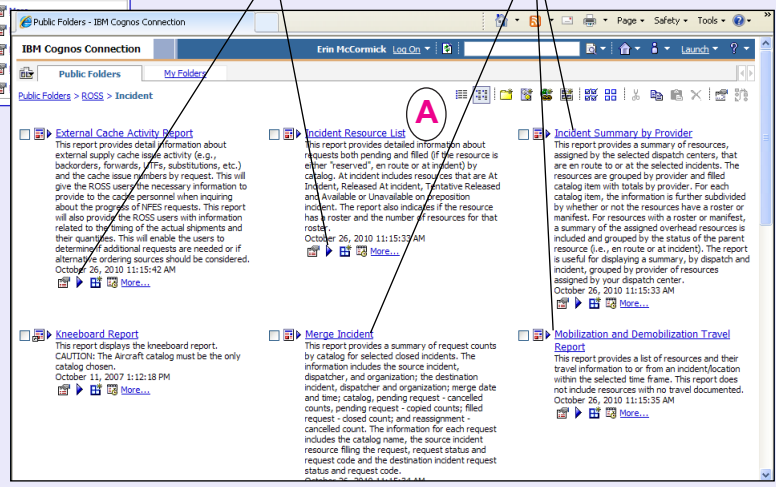
- D When finished selecting all required fields, click **View Report**



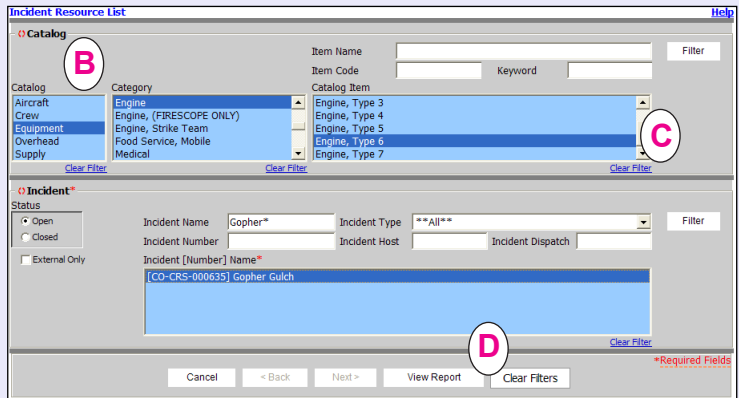
Cognos Connection toolbar and Public Folders tab



Set Preferences screen



partial listing of reports in the Incident folder with a Details view



sample filter criteria screen



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

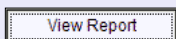
# Printing and Saving ROSS Reports

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## 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   
*Remember, you can perform a wildcard search to narrow your filter criteria!*
- 3 When finished selecting all required fields, click



## 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

## 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 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

- 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 or click **Ctrl + P**, and then complete the **Print** dialog box.

The screenshot shows the 'Incident Resource List' report in Cognos. It features a 'Filter Criteria' section with dropdown menus for 'Catalog' and 'Category'. Below this is an 'Incident' section with fields for 'Incident Name', 'Incident Type', 'Incident Number', and 'Incident Host'. A table of incident resources is displayed at the bottom. Annotations include: '1' pointing to the filter criteria section, '2' pointing to the 'Filter' button, '3' pointing to the 'View Report' button, 'a' pointing to the 'Keep this version' dropdown, 'b' pointing to the 'Save as Report View' button, and 'I' pointing to the report table.

The screenshot shows two dialog boxes. The top one is the 'File Download' dialog, which asks 'Do you want to open or save this file?' and lists the file name, type, and source. Annotation 'A' points to the 'View in Excel 2007 Format' button. The bottom dialog is the 'Save As' dialog, showing the file name and location. Annotation 'B' points to the 'Save' button, and annotation 'C' points to the 'File name' field.




- The Run button returns you to the screen where you entered the filter criteria for your report.
- The Return button returns you to the previous report listing.



# Scheduling a Single ROSS Report

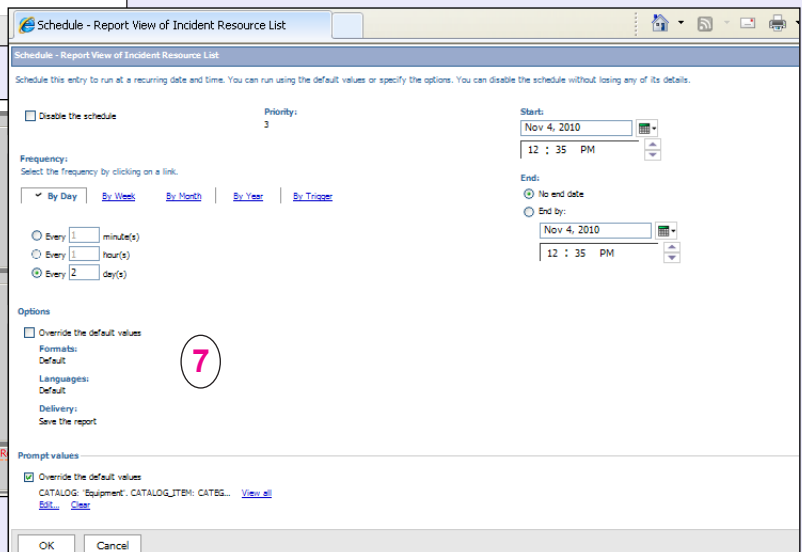
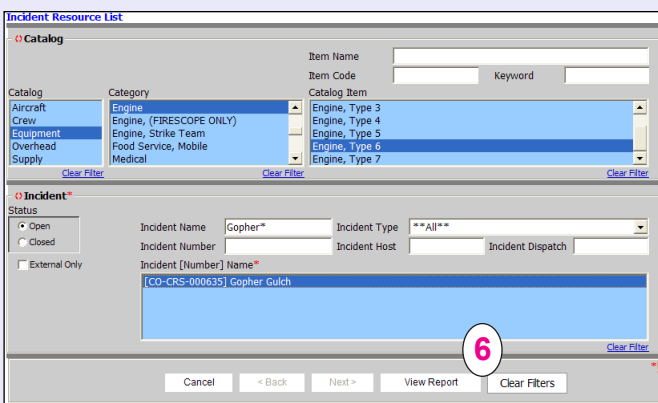
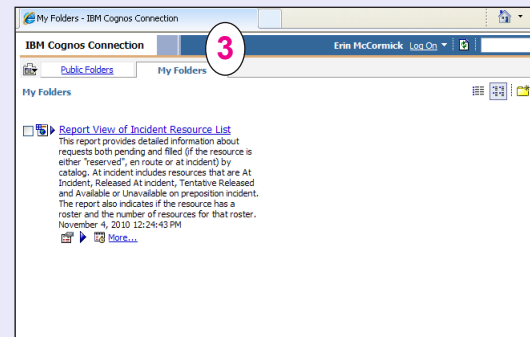
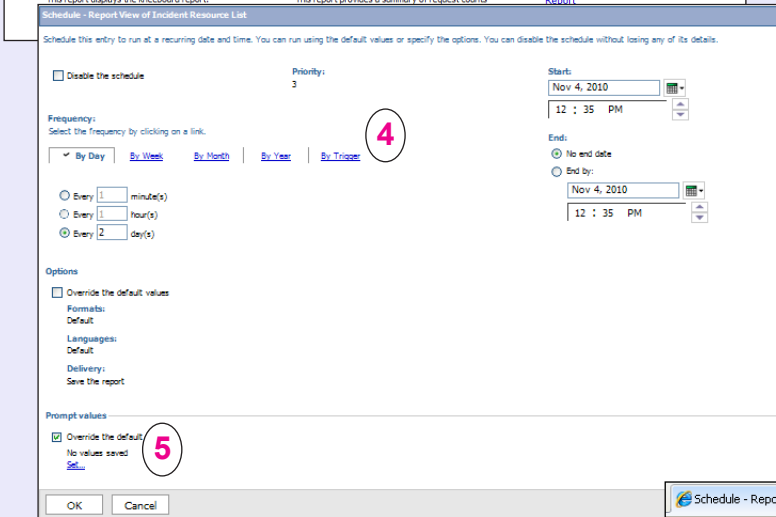
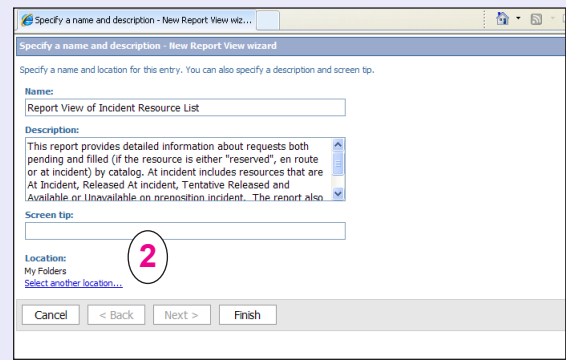
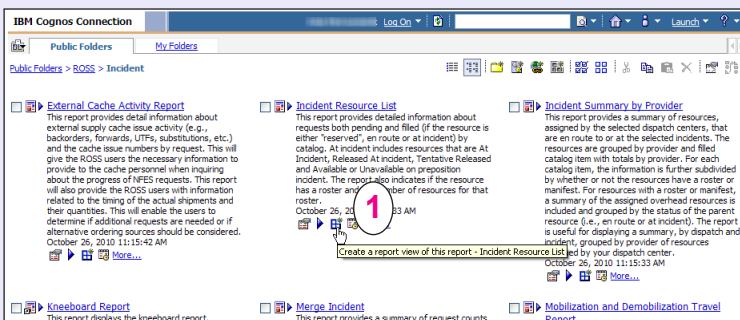
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## To schedule a single report to run on a regular basis

- 1 Click  that corresponds to the **report** of your choice.
- 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  **Finish**.
- 3 Click the **My Folders** tab, and then click  that corresponds to the **report** that you want to schedule.
- 4 On the Schedule screen, click to select the **Frequency** tab of your choice.

- 5 Under **Prompt values**, click to select the **Override default values** check box, and then click to select **Set**.
- 6 Complete the **filter criteria** screen that displays for the report, and then click  **View Report**.
- 7 On the **Schedule** screen that displays for the **Frequency** tab you selected, complete any additional information as appropriate, and then click  **OK**.






# Scheduling Multiple ROSS Reports


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
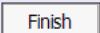
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## To schedule multiple reports to run on a regular basis

- 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 
- 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 

- 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 
- 8 On the **Select an action - job** screen, click to select **save and schedule**, and then click 
- 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 