

ROSS Release Version 2.16.1

**Standard ROSS Reports
Instructor Guide Introduction**

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PREFACE

The National Interagency Resource Ordering and Status System (ROSS) project is a National Wildfire Coordinating Group (NWCG) sponsored information systems development project. ROSS is a computer software program being developed to automate the resource ordering, status, and reporting process.

Established in 1997 and chartered by the NWCG in June 1998, the scope of the project focuses on automating current processes enabling dispatch offices to electronically exchange and track information near real time. When complete, ROSS will track all tactical, logistical, service and support resources mobilized by the incident dispatch community.

ROSS will operate in nearly 400 interagency dispatch and coordination offices throughout the nation. Automation should reduce labor-intensive practices, increase customer service, improve communications and lower the costs associated with delivering services to field operations.

This course is currently under the direction of the ROSS Implementation Team. The course will be reviewed and updated as identified and as the ROSS application changes.

We appreciate any comments on the course.

Please send comments regarding this guide and requests for additional copies to:

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Attachments (Maintained in separate documents)

- ROSS Glossary
- Disaster/Recovery Plan
- Security Rules of Behavior
- Course Coordination Information
- Coach's Information
- Practice Sessions
- Data Dictionary (Query Studio course only)
- Quick Reference Cards
- Users Guide

INTRODUCTION

Course Purpose

This course is designed to instruct students in the use of Standard Reports for the Resource Ordering and Status System (ROSS) application. Note the other courses in the suite of ROSS Reports courses, Query Studio Ad Hoc ROSS Reports and ROSS Analytical Reports Historical, are maintained in the following stand-alone documents:

- *Query_Studio_ROSS_Reports_IG*
- *ROSS_Analytical_Reports_Historical_IG.docx*.

Target Audience

This course is intended for any user of ROSS Standard Reports.

Course Description

This is an interactive course that combines lecture and hands on practice in the Cognos application. The hands-on practice sessions are dispersed throughout the course.

The Standard Reports course addresses the pre-defined reports accessible via the ROSS application. Though filter criteria can be applied, the information available for display in these reports is fixed.

The Standard course is designed to take 4 hours to instruct, including practices and breaks.

COURSE INSTRUCTIONS

Presentation Methods

The course consist of lecture, class discussion, and hands on practice. The focus of classroom activities is actual use of the Cognos application. A copy of the Production database is utilized.

Instructors present course material, demonstrate use of the application, and facilitate class discussions and practice sessions. Coaches assist instructors in facilitating class discussions and practice sessions, and provide clarification and guidance to students during practice sessions.

The recommended class size is 20 students or less. A classroom training team consists of a lead instructor, a minimum of one other instructor, and enough coaches to ensure a student-to-coach ratio of no greater than 5 to 1 (instructors should include themselves as coaches).

Upon completion of each major section of the course, students participate in a practice session that encompasses all tasks covered during that portion of the course.

Course Objectives

Upon completion of this course, the trainee will be able to:

1. View a standard report by applying the:
 - a. Dispatch filter criteria block.
 - b. Catalog filter criteria block.
 - c. Resource filter criteria block.
 - d. Dispatch and Provider filter criteria block.
 - e. Catalog Resource filter criteria block.
 - f. Incident filter criteria block.
 - g. Incident Requests filter criteria block.
 - h. Time Period filter criteria block.
 - i. Travel Plan filter criteria block
 - j. External Supply Cache Request filter criteria block.
 - k. Incident Initial Year filter criteria block.
2. Utilize Cognos Viewer features.

3. Print and save report results.
4. Set personal preferences.
5. View a report using alternate run options.
6. Create a 'Report View'.
7. Set report properties.
8. Schedule a report run.
9. Manage report schedules.
10. Create a job.
11. Create a page.

Trainee Prerequisites and Responsibilities

1. Trainee prerequisites:
 - Windows navigation techniques.
 - Mouse and keyboard usage.
 - Logon procedures.
 - Basic Internet navigation.
2. Students have the responsibility to:
 - Actively participate in class discussions and practice sessions.
 - Ask for clarification and guidance as appropriate from Instructors and Coaches.
 - Maintain an open minded and flexible outlook.
 - Take notes on course material as appropriate.
 - Complete Course Evaluation forms.

Instructor Prerequisites and Responsibilities

1. The lead instructor of each session shall have the following basic qualifications and skills:
 - Proficiency in standardized ROSS reporting, including use of the Cognos Connection application.
 - Review all instruction materials prior to teaching the course.
 - Ability to multi-task (working with several students at a time).
 - Patience.
 - Strong team member.

- Able to accept and adapt to constructive criticism.
 - Ability to travel to training locations.
2. Instructors shall also have the following basic computer abilities:
 - Windows navigation techniques.
 - Mouse and keyboard usage.
 - Logon procedures.
 - Basic Internet navigation.
 - PowerPoint slide presentation.
 3. Instructors have the responsibility to:
 - Present the course material.
 - Facilitate class discussions and practice sessions.
 - Provide clarification and guidance to students as appropriate.
 - Evaluate student performance during practice sessions.
 - Communicate problem areas to the Training Team Leader.

Coach Prerequisites and Responsibilities

1. Coaches shall have the following basic qualifications and skills:
 - Proficiency in standardized ROSS reporting, including use of the Cognos Connection application.
 - Ability to multi task (working with several students at a time).
 - Patience.
 - Strong team member.
 - Able to accept and adapt to constructive criticism.
 - Ability to travel to training locations.
2. Coaches shall also have the following basic computer abilities:
 - Windows navigation techniques.
 - Mouse and keyboard usage.
 - Logon procedures.
 - Basic Internet navigation.
3. Coaches have the responsibility to:
 - Assist instructors in facilitating class discussions and practice sessions.

- Know which students they are responsible for, and stay with those students throughout the course.
- Provide feedback to instructors on the progress of their assigned students and on course logistics (e.g., if a particular topic requires clarification; if more time is needed for a particular practice session).
- Provide clarification and guidance to assigned students during practice sessions.
- Ask instructors for clarification on Cognos functionality as appropriate.
- Ensure assigned students have correctly entered the necessary data during each practice session (later practice sessions will build upon the data entered in earlier sessions).
- Evaluate student performance during practice sessions.

Space and Classroom Requirements

The classroom shall allow for one computer per student and a workspace large enough for students to spread out their workbooks. The classroom shall also allow for a computer for the instructor and a workspace large enough for the instructor to spread out their guide.

Equipment Needs

The following equipment is required to conduct the course:

- Instructor's Guide.
- Student Workbook for each student.
- Package of handouts for each student.
- Presentation Materials (PowerPoint slides).
- Projector and projection screen for displaying computer screen and PowerPoint slides.
- Computer for instructor and each student with Internet access and running the ROSS and Cognos applications.

Testing and Evaluation Procedures

Students shall be evaluated on their ability to correctly use the Cognos application. Instructors and coaches assess student competency during practice sessions. This assessment involves:

- Observing students as they perform actions.
- Viewing information that appears on students' screens.

Administrative Requirements

This course is presented and coordinated in accordance with the NWCG Course Coordinator's Guide, PMS 907, NFES 2226. Specific course administration information is presented in Appendix C, Course Coordination Information.

Task Books

There is not presently a task book for ROSS reporting training.

Time Elements

The Standard course is designed to take 4 hours to instruct, including practices and breaks.