

## 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**

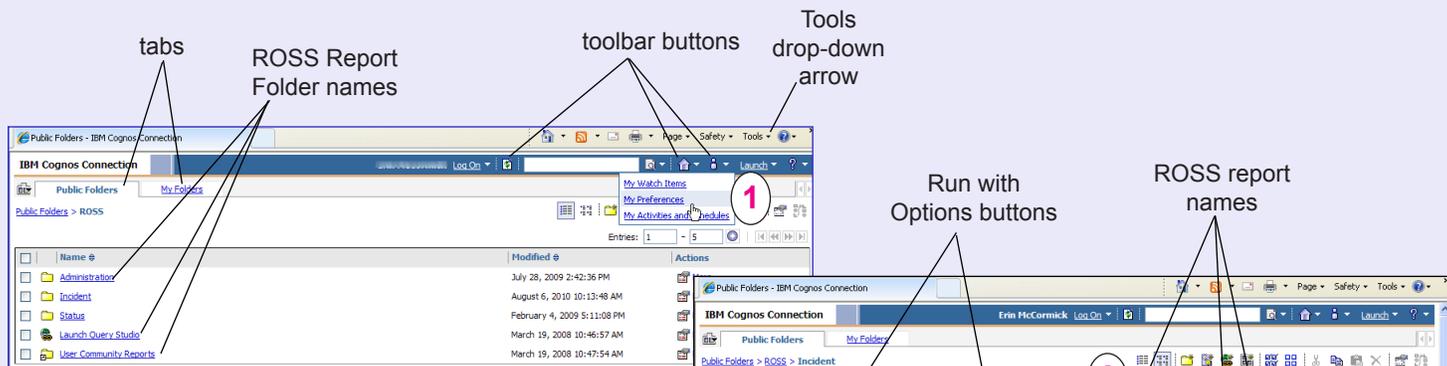
To print a report as it appears on your screen, you must generate it in the PDF file format, which is the default setting.

## To run a report now

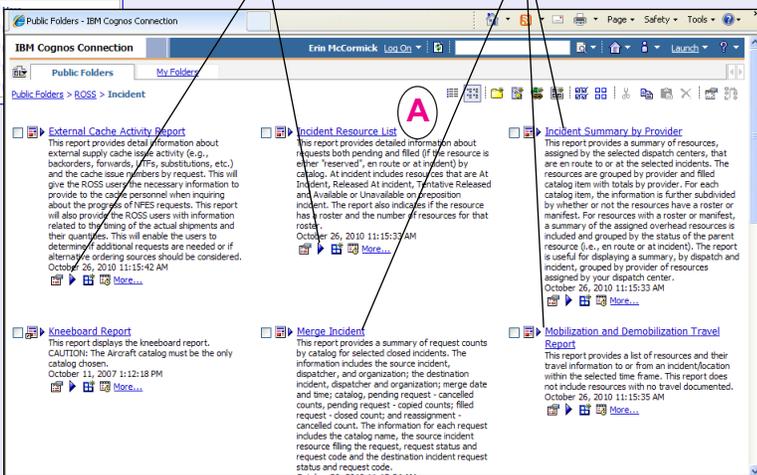
- A On the **Public Folders** tab or the **My Folders** tab, click to select the **ROSS report name** of your choice.
- B On the **filter criteria** screen that displays for the report of your choice, click **( )** to open the filter options.
- C For each required field, click to select the **filter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

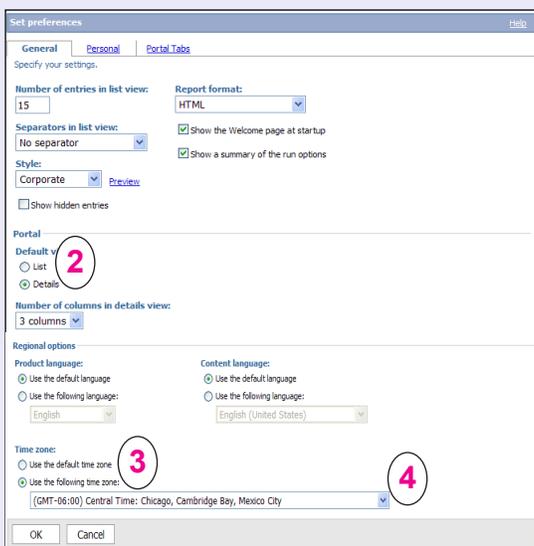
- D When finished selecting all required fields, click **View Report**



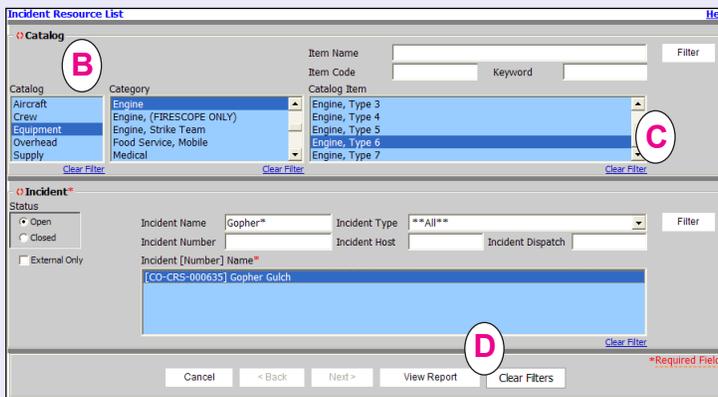
Cognos Connection toolbar and Public Folders tab



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



Set Preferences screen



sample filter criteria screen



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# Printing and Saving ROSS Reports

DATE: 11/05/10

VERSION 2.12

## 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 screenshots show the 'Incident Resource List' report in Cognos. The first screenshot shows the filter criteria selection process with callouts 1, 2, and 3. The second screenshot shows the 'Save as report view' dialog box with callout 'a' pointing to the 'Save as Report View' button and callout 'b' pointing to the 'OK' button. The third screenshot shows the report data table with callout 'I' pointing to the table and callout 'II' pointing to the toolbar.

Category	Counting Item	Priority	Completed	Incident Number	Incident Description	All Incidents	Not All Incidents	On Board/Reserve
Equipment	Engine, Type 4	1	1	000001	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 5	1	1	000002	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 6	1	1	000003	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 7	1	1	000004	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 3	1	1	000005	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 4	1	1	000006	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 5	1	1	000007	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 6	1	1	000008	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 7	1	1	000009	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 3	1	1	000010	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 4	1	1	000011	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 5	1	1	000012	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 6	1	1	000013	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 7	1	1	000014	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 3	1	1	000015	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 4	1	1	000016	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 5	1	1	000017	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 6	1	1	000018	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 7	1	1	000019	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 3	1	1	000020	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 4	1	1	000021	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 5	1	1	000022	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 6	1	1	000023	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 7	1	1	000024	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 3	1	1	000025	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 4	1	1	000026	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 5	1	1	000027	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 6	1	1	000028	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 7	1	1	000029	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 3	1	1	000030	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 4	1	1	000031	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 5	1	1	000032	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 6	1	1	000033	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 7	1	1	000034	ENGINE - 16 (2002 - 2003)	1	0	0
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Equipment	Engine, Type 7	1	1	000049	ENGINE - 16 (2002 - 2003)	1	0	0
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Equipment	Engine, Type 7	1	1	000054	ENGINE - 16 (2002 - 2003)	1	0	0
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Equipment	Engine, Type 4	1	1	000056	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 5	1	1	000057	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 6	1	1	000058	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 7	1	1	000059	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 3	1	1	000060	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 4	1	1	000061	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 5	1	1	000062	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 6	1	1	000063	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 7	1	1	000064	ENGINE - 16 (2002 - 2003)	1	0	0
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Equipment	Engine, Type 4	1	1	000066	ENGINE - 16 (2002 - 2003)	1	0	0
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Equipment	Engine, Type 6	1	1	000068	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 7	1	1	000069	ENGINE - 16 (2002 - 2003)	1	0	0
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Equipment	Engine, Type 5	1	1	000072	ENGINE - 16 (2002 - 2003)	1	0	0
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Equipment	Engine, Type 7	1	1	000074	ENGINE - 16 (2002 - 2003)	1	0	0
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Equipment	Engine, Type 5	1	1	000077	ENGINE - 16 (2002 - 2003)	1	0	0
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Equipment	Engine, Type 7	1	1	000079	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 3	1	1	000080	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 4	1	1	000081	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 5	1	1	000082	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 6	1	1	000083	ENGINE - 16 (2002 - 2003)	1	0	0
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Equipment	Engine, Type 4	1	1	000086	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 5	1	1	000087	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 6	1	1	000088	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 7	1	1	000089	ENGINE - 16 (2002 - 2003)	1	0	0
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Equipment	Engine, Type 4	1	1	000091	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 5	1	1	000092	ENGINE - 16 (2002 - 2003)	1	0	0
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Equipment	Engine, Type 4	1	1	000096	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 5	1	1	000097	ENGINE - 16 (2002 - 2003)	1	0	0
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Equipment	Engine, Type 7	1	1	000099	ENGINE - 16 (2002 - 2003)	1	0	0
Equipment	Engine, Type 3	1	1	000100	ENGINE - 16 (2002 - 2003)	1	0	0

The screenshots show the 'File Download' dialog box with callout 'A' pointing to the 'View in Excel 2007 Format' button and callout 'B' pointing to the 'Save' button. The second screenshot shows the 'Save As' dialog box with callout 'C' pointing to the 'Save' button.

- 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

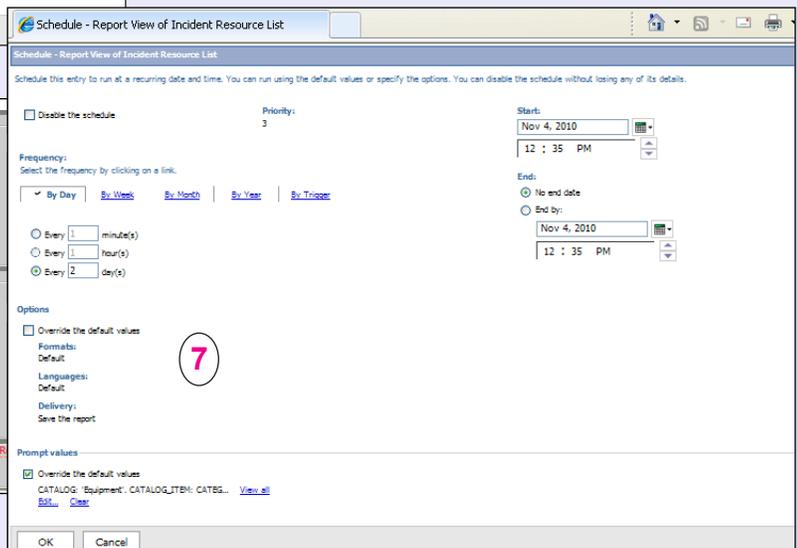
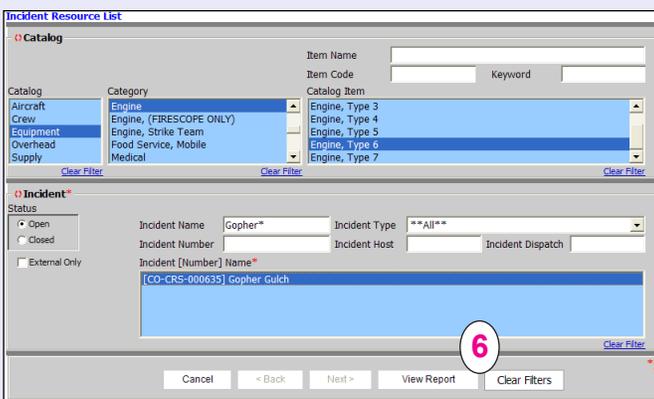
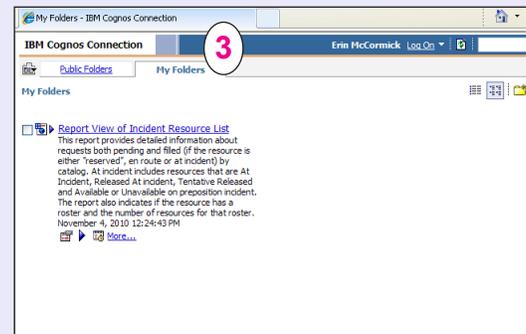
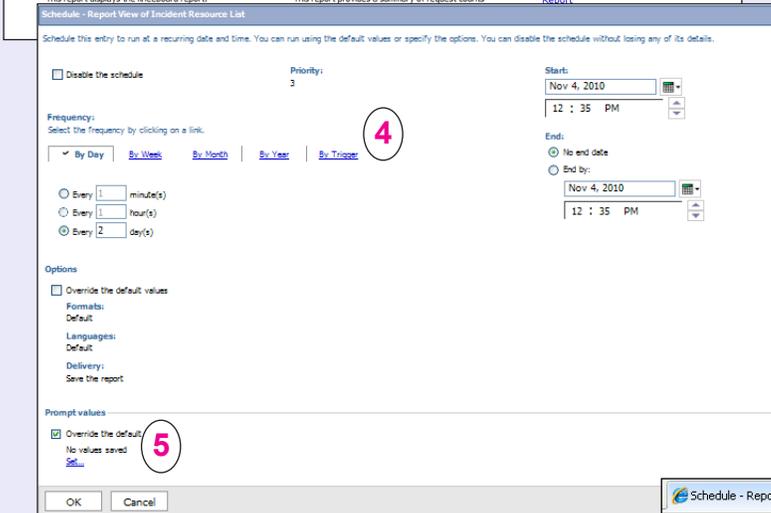
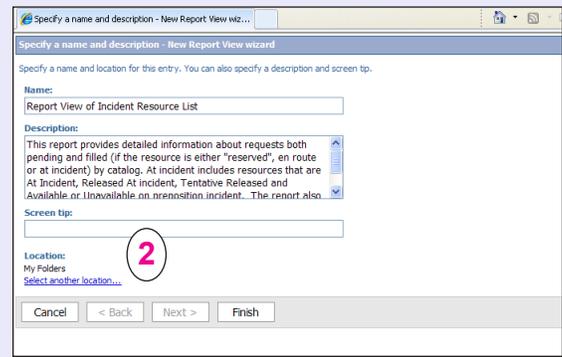
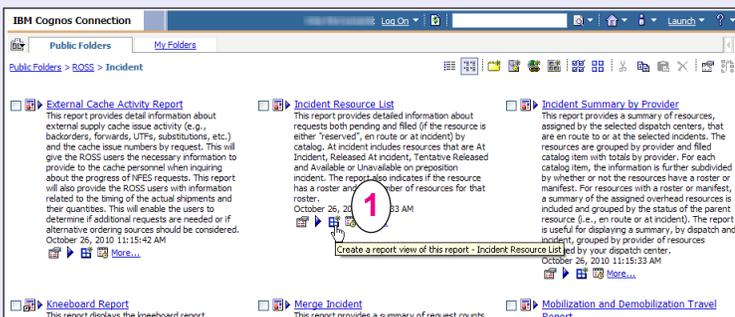
DATE: 11/05/10

VERSION 2.12

## 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

DATE: 11/05/10

VERSION 2.12

## 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 

