

Generating ROSS reports

VERSION 2.7

ROSS Reports version 2.7 employs Cognos®, which allows you to tailor reports to suit your analysis needs. You can save reports in a variety of file formats for use in spreadsheet and/or database applications.

To change your preferences

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

- 1 On the Cognos Connection toolbar, click the **Tools** drop-down arrow, and then click **My Preferences**.
- 2 To view report details along with report name, click **Details** under **Portal-Default View**.

3 Click 

To view a listing of report names only, click to select **List** - the initial setting for Portal-Default View.

To generate a ROSS report

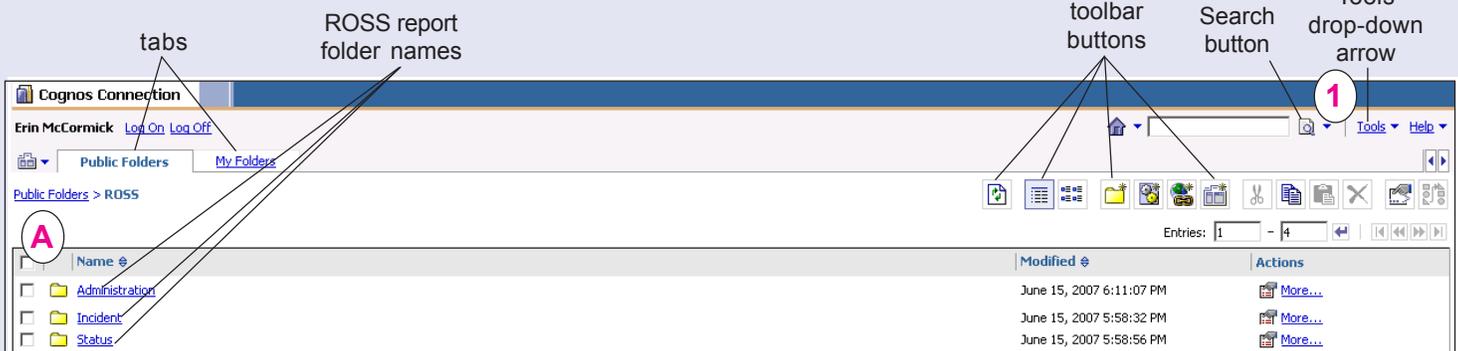
- On the **Cognos Connection** Public Folders tab, click to open the **ROSS report folder** of your choice. e.g. "Incident"
- Click to select the **ROSS report name** of your choice.

- Click to select the required filter criteria of your choice, and then click 

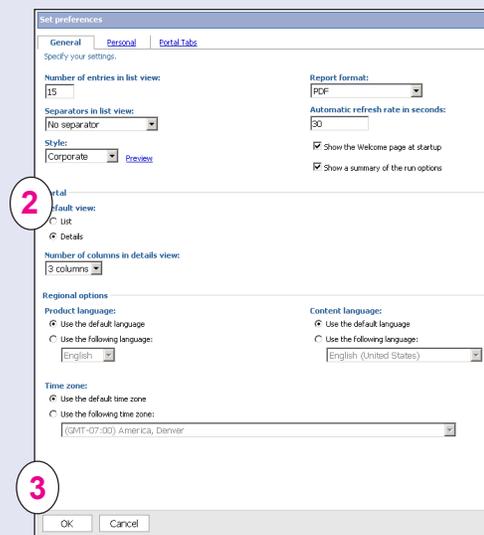
Required filter criteria display a **red asterisk (*)** next to its name. To perform a wildcard search, type an asterisk (*) before and/or after the item before clicking the Filter button

- Click 

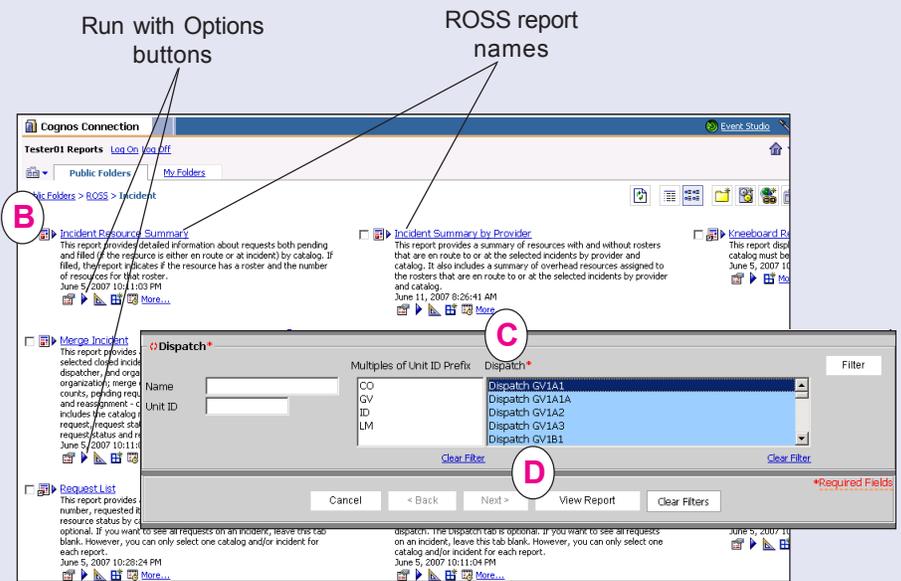
To change the output format of your report, click  (Run with Options), click the **Report Format** drop-down arrow, and then click to select the file format of your choice.



Cognos Connection toolbar and Public Folders tab



Set Preferences screen



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

Printing and Saving ROSS reports

VERSION 2.7

To complete filter criteria

1 On the **Filter Criteria** screen that displays for the report of your choice, click (1) 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 print a ROSS report

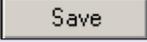
- Generate the **ROSS report** of your choice in **PDF** format.
- On the **Cognos Report Studio** toolbar, click  or click **CTRL + P**, and then complete the **Print** dialog box.

To print a report as it appears on your screen, you must have it saved in the PDF file format.

To save a report

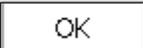
A Generate the report of your choice, and then click the appropriate **View in... Format** button.

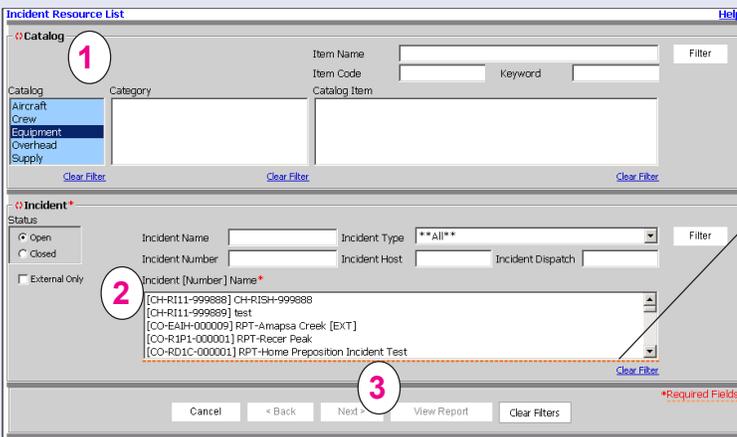
B Click 

C On the **Save a Copy** dialog box, name and save the file in the location of your choice, and then click 

Saving in Excel. To save a report in Excel 2000 single sheet or Excel 2002, you must enable all "Downloads" on your Internet Explorer (IE) browser. To do this for IE6, click the **Tools** menu on your Internet browser; click to select **Internet Options**, click to select the **Security** tab, click the **Custom Level** button, and then scroll to **Downloads**. Under **File download** and under **Font download**, click to select the **Enable** option. For IE7, also click to select the **Enable** option under **Automatic prompting for file downloads**.

To save a report view

- Generate the **ROSS report** of your choice, and then click 
- On the **Save as report view** screen, click **Select My Folders**, and then click 

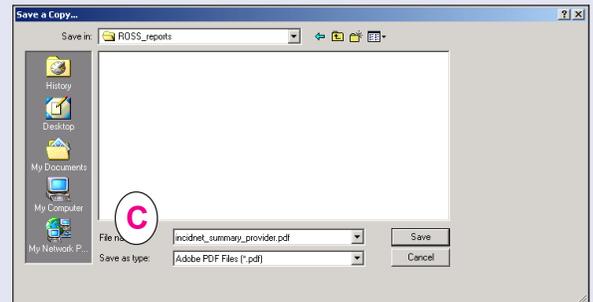
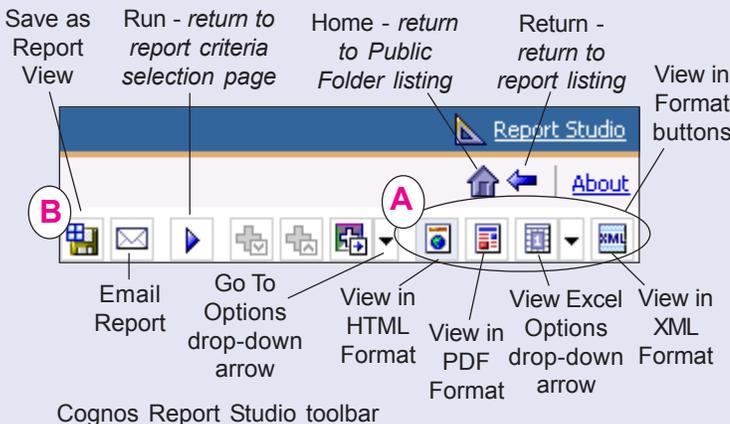


the red dashed line designates a required field that has yet to be selected



Save as report view screen

Filter criteria screen - an example



Save a Copy dialog box

 The Run button returns you to the screen where you entered the filter criteria for your report. See the diagram above, "Filter criteria screen - an example," for an example of this screen.

 The Return button returns you to the previous report listing. See the diagram on the previous page, "partial listing of reports in the Administration folder," for an example of this screen.