

# ROSS Reports Upgrade

---

NAVIGATING YOUR WAY THROUGH THE NEW SYSTEM

# Upgrade to Cognos

Cognos is the application that ROSS uses for creating and running reports. With the 2.16.14 release, we are upgrading from Cognos 10.2 to Cognos Analytics (Cognos 11).

The User Interface (UI) for Cognos Analytics is significantly different from the UI of previous versions. As a result, what you see when you go into ROSS Reports and the way that you navigate will be different.

The Cognos upgrade is the driver of many of the changes. We've also used this opportunity to implement features to simplify reporting for users.

# Browsers

Cognos supports the following browsers

- Microsoft Internet Explorer - version 11 or later
- Google Chrome - latest release
- Firefox ESR – version 60
- Apple Safari

## A few important notes about browsers



COGNOS SUPPORTS INTERNET EXPLORER, BUT NOT EDGE.

THERE IS A KNOWN ISSUE IN IE WITH USING THE “SAVE AS REPORT VIEW” OPTION FROM THE REPORT OUTPUT SCREEN. SOME REPORTS WILL GENERATE AN “XML DTD” ERROR. THE RECOMMENDED WORKAROUND IS TO USE A DIFFERENT BROWSER TO PERFORM THIS ACTION. ALTERNATIVELY, YOU CAN SAVE THE REPORT VIEW FROM THE REPORT MENU AND THEN SET YOUR PROMPTS MANUALLY IN THE PROPERTIES.



MAKE SURE YOU ARE USING AN 'ESR' RELEASE OF FIREFOX. (GO TO HELP > ABOUT FIREFOX. IT SHOULD SAY 'EXTENDED SUPPORT RELEASE' AND THE VERSION SHOULD END WITH 'ESR', E.G., 60.4.0ESR.)

THE ESR VERSION OF FIREFOX CAN BE DOWNLOADED HERE:

[HTTPS://WWW.MOZILLA.ORG/EN-US/FIREFOX/ORGANIZATIONS/ALL/](https://www.mozilla.org/en-us/firefox/organizations/all/)

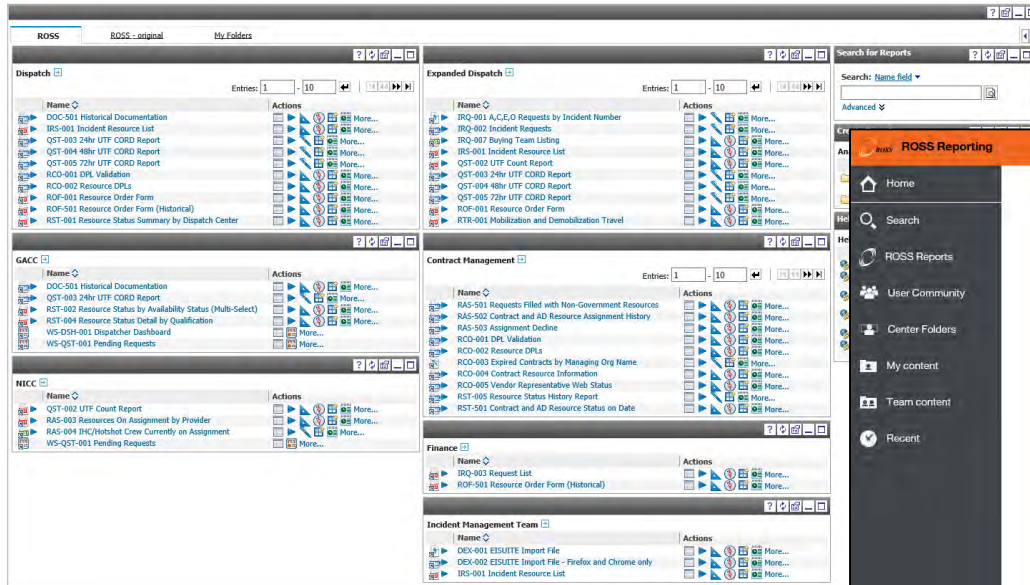


GOOGLE CHROME DOES NOT SUPPORT THE FOLLOWING:

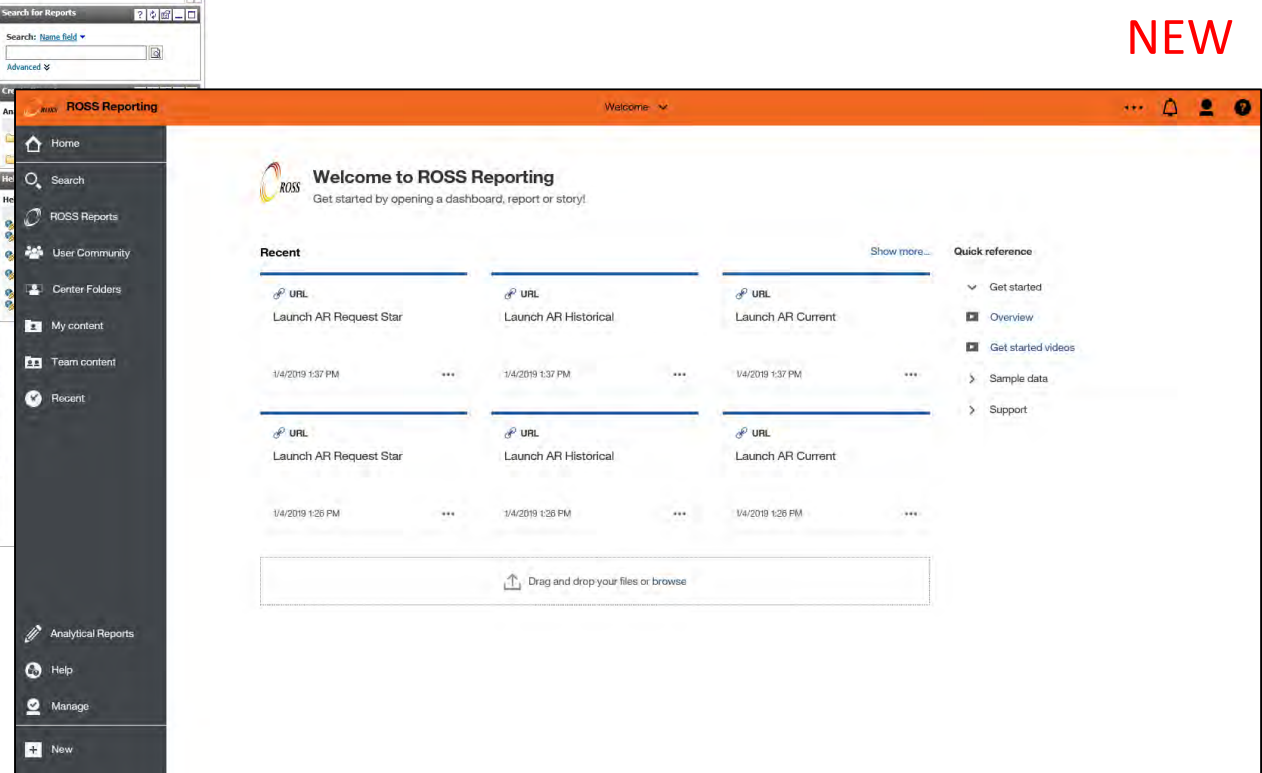
- CREATING/EDITING REPORTS IN QUERY STUDIO
- DISPATCHER DASHBOARD
- WORKSPACE REPORTS

# Reports Portal

The most obvious change is to the page you see when you go into ROSS Reports from ROSS via Reports > Portal Page. The look is different, but the content and organization has been maintained



OLD

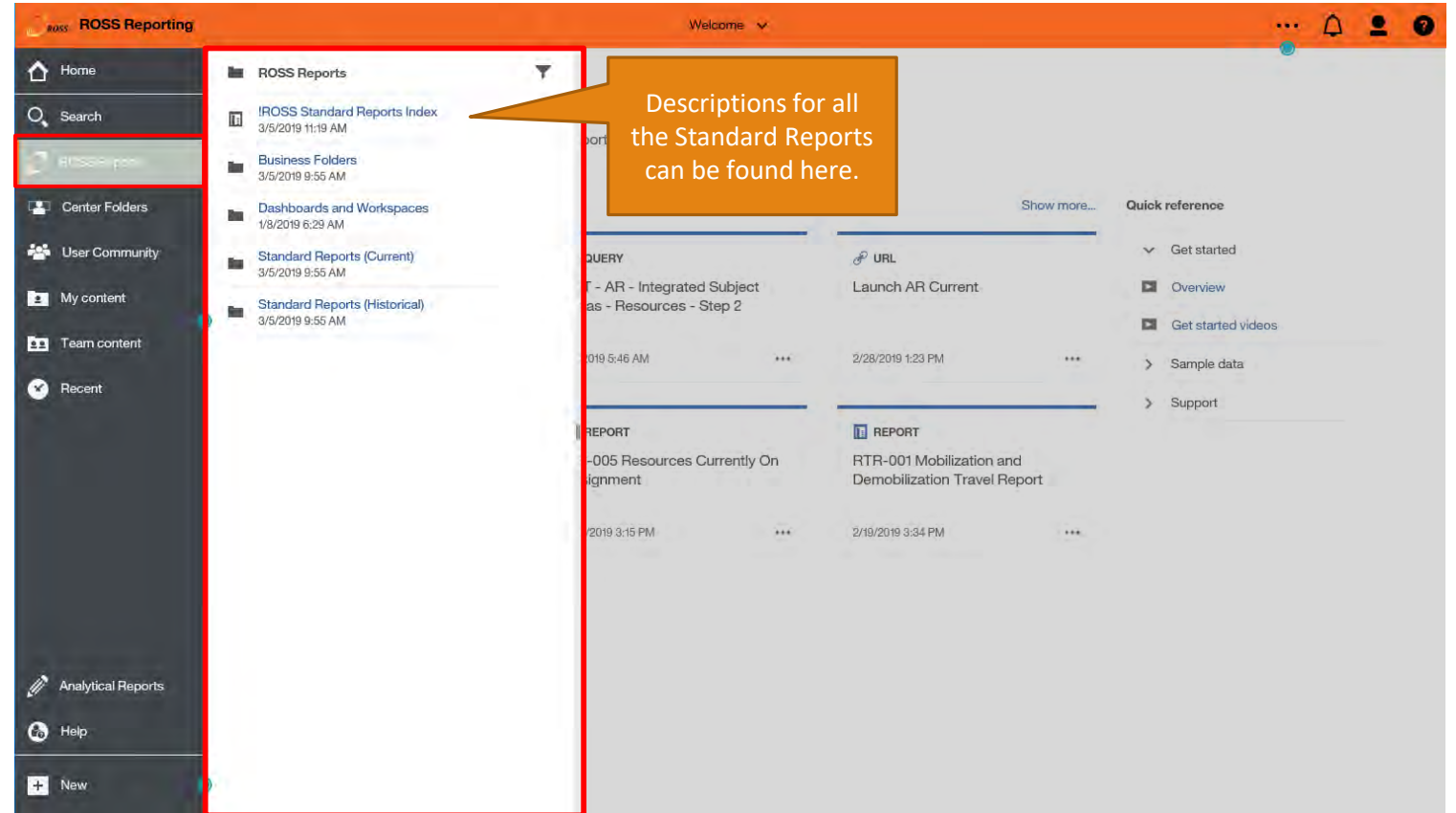


NEW

# ROSS Reports

The content under “ROSS Reports” mimics much of the organization of the “ROSS” and “ROSS – original” tabs of the prior portal page.

- NEW - !ROSS Standard Reports Index - Provides a hyperlinked listing of all the ROSS Standard Reports
- Business Folders – Groupings of selected reports based on functional area
- Dashboards and Workspaces – interactive style reports
- Standard Reports (Current) – Standard Reports using the current ROSS dataset
- Standard Reports (Historical) – Standard Reports using the historical ROSS dataset



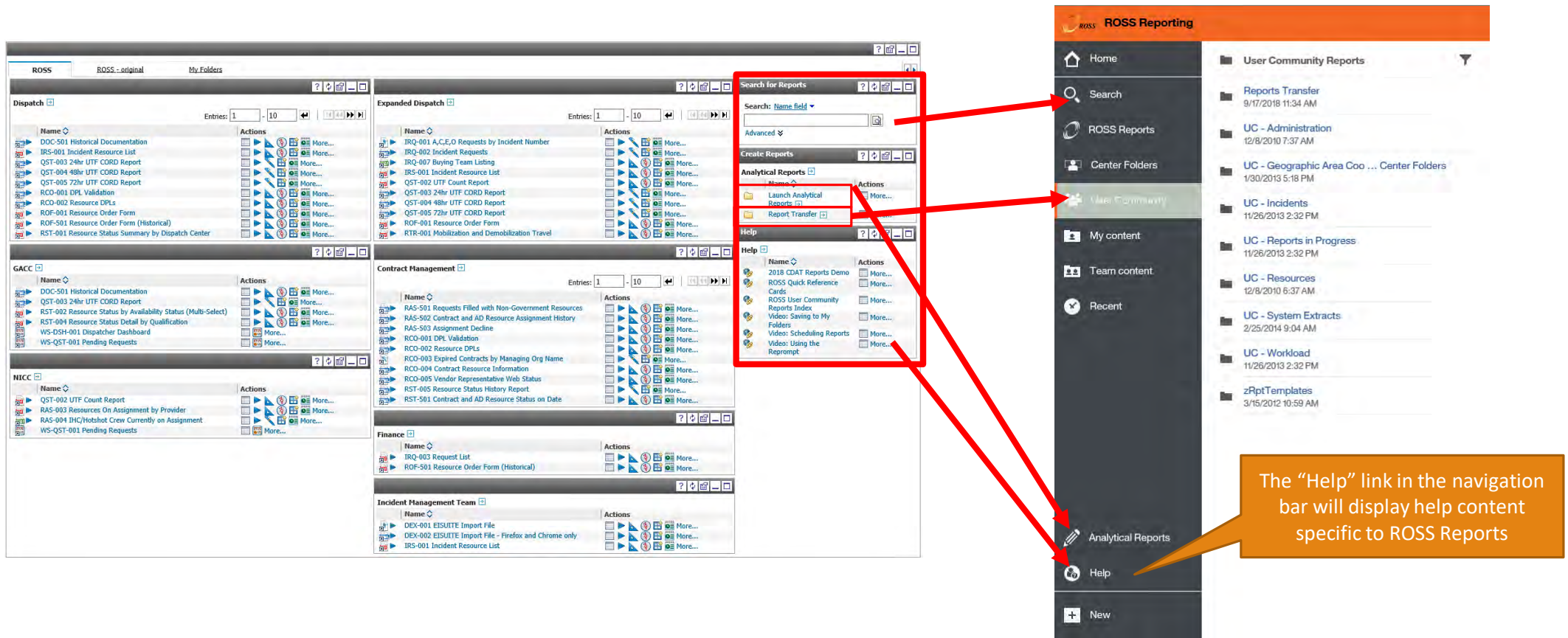
# Mapping the “ROSS” Tab

Content from the functional areas sections of “ROSS” tab is now found in ROSS Reports > Business Folders

The image displays two screenshots from the ROSS Reporting application. The left screenshot shows the 'ROSS' tab interface with a grid of reports organized into functional areas: Dispatch, GACC, NICC, Contract Management, Finance, and Incident Management Team. A red box highlights this grid. The right screenshot shows the 'ROSS Reporting' navigation menu with a sidebar on the left and a 'Business Folders' view on the right. The 'ROSS Reporting' menu item is highlighted in the sidebar, and a red arrow points from it to the 'Business Folders' view. The 'Business Folders' view shows a list of folders: Contract Management, Dispatch, Expanded Dispatch, Finance, GACC, Incident Management Team, and NICC, all dated 2/7/2019 10:05 AM. A red box highlights this list.

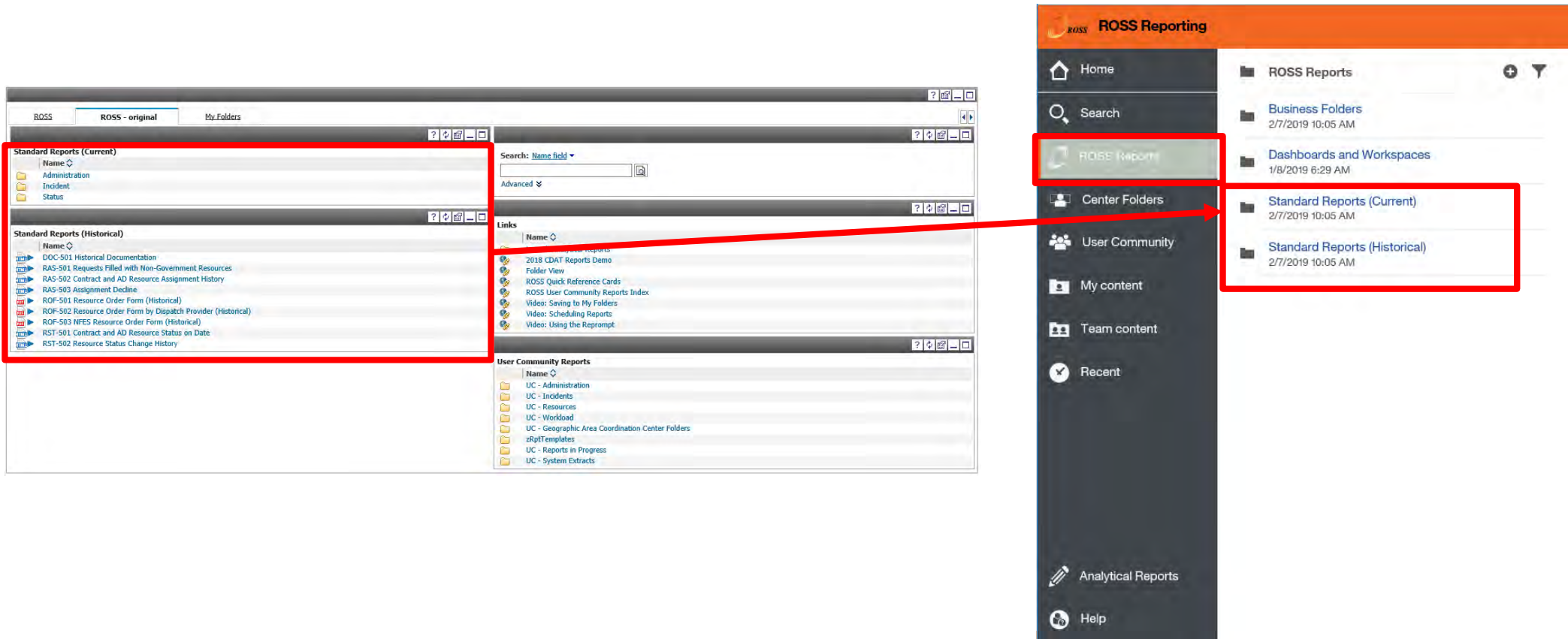
# Mapping the “ROSS” Tab

“Search for Reports”, “Create Reports” and “Help” all have comparable links in the navigation bar of the new page  
The “Reports Transfer” folder is now under “User Community”



# Mapping the “ROSS - original” Tab

“Standard Reports (Current)” and “Standard Reports (Historical)” are under “ROSS Reports”





# Mapping the “ROSS - original” Tab

“Search”, “Links” and “User Community Reports” all have comparable links in the navigation bar of the new page  
The “Reports Transfer” folder is now under “User Community”

The image displays a side-by-side comparison of the ROSS Reporting interface. On the left is the 'ROSS - original' tab, and on the right is the new navigation bar. Red arrows indicate the mapping of key features:

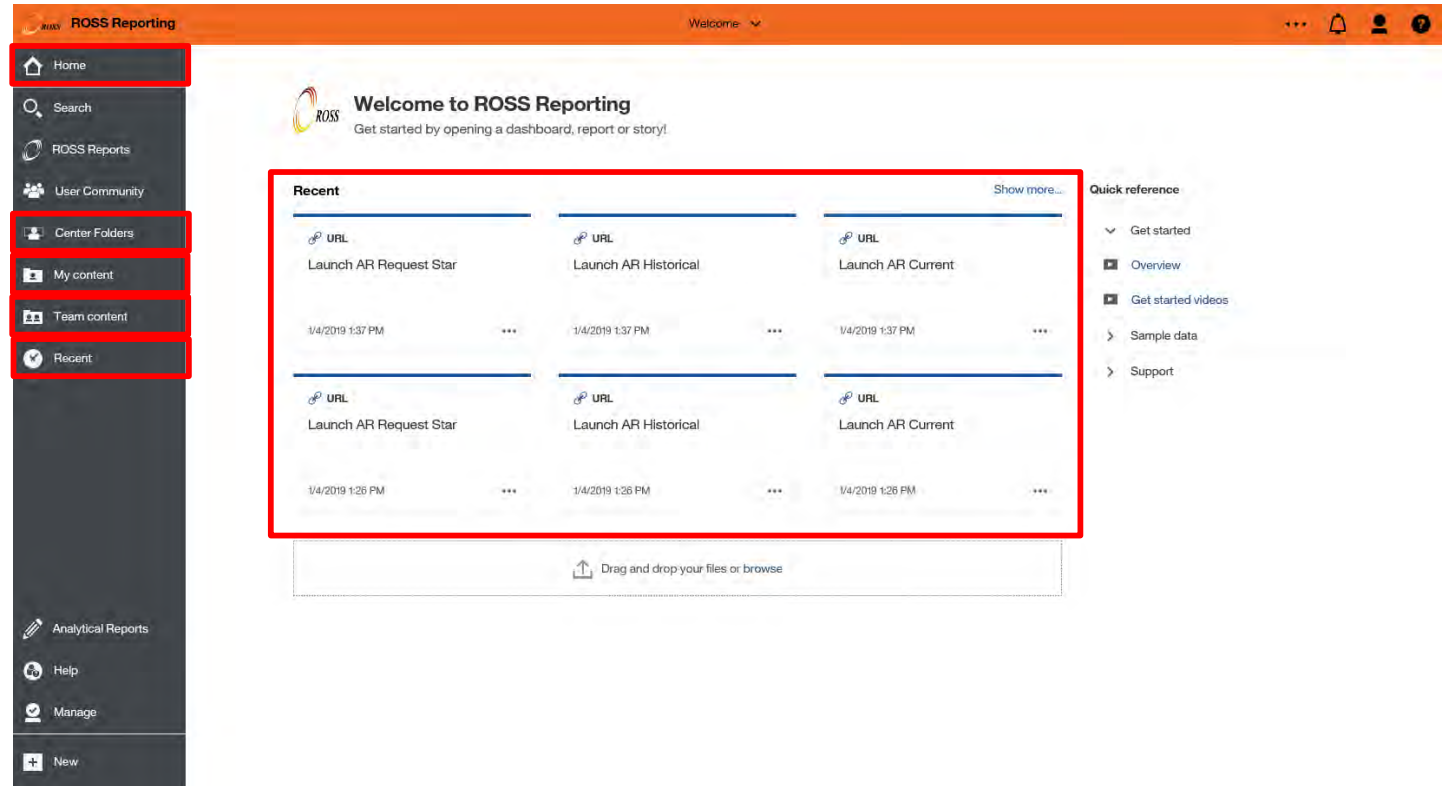
- The search bar in the original interface is mapped to the 'Search' icon in the new navigation bar.
- The 'Links' section in the original interface is mapped to the 'User Community' icon in the new navigation bar.
- The 'User Community Reports' section in the original interface is mapped to the 'Help' icon in the new navigation bar.

The new navigation bar includes the following items from top to bottom: Home, Search, ROSS Reports, Center Folders, User Community, My content, Team content, Recent, Analytical Reports, Help, and New. The 'User Community Reports' section on the right lists various folders and reports, including 'Reports Transfer', 'UC - Administration', 'UC - Geographic Area Coordination Center Folders', 'UC - Incidents', 'UC - Reports in Progress', 'UC - Resources', 'UC - System Extracts', 'UC - Workload', and 'zRptTemplates'.

The 'Help' link in the navigation bar will display help content specific to ROSS Reports.

# Additional Features

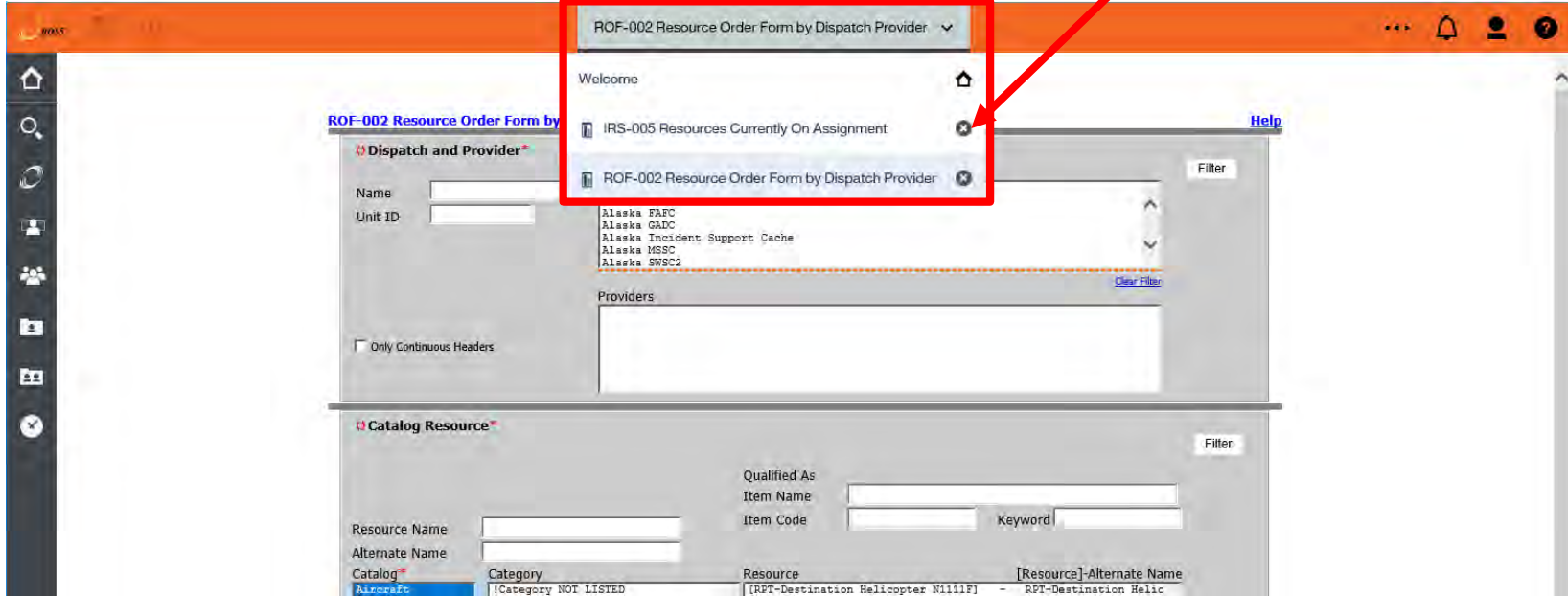
- Home – will take you to this view of the page
- Center Folders – new folders to give each dispatch center a folder for saving and organizing reports
- My content – personal folder for saving content, accessible only to the user (formerly “My Folders”)
- Team content – top-level public folder for content (formerly “Public Folders”). Most users are not able to save reports in this area.
- Recent – quick links to the content that you have accessed most recently



# Navigation

Reports will open in the same window/tab of your browser. Use the drop-down list in the header bar to switch between reports. Edit mode of Analytical Reports will open in a new browser tab.

Click the 'x' to close a report



The screenshot shows a web application interface with a navigation menu. The menu is located in the top right corner of the page and contains the following items:

- ROF-002 Resource Order Form by Dispatch Provider (selected)
- Welcome
- IRS-005 Resources Currently On Assignment
- ROF-002 Resource Order Form by Dispatch Provider

The selected report, "ROF-002 Resource Order Form by Dispatch Provider", is highlighted in blue. A red box highlights the menu items, and a red arrow points to the 'x' icon next to the selected report, indicating that clicking the 'x' will close the report.

The main content area of the application is divided into two sections:

- Dispatch and Provider**: This section contains a search form with fields for "Name" and "Unit ID", a "Filter" button, and a list of providers: Alaska EAFIC, Alaska GADC, Alaska Incident Support Cache, Alaska MSSC, and Alaska SWSC2. There is also a "Clear Filter" link and a checkbox for "Only Continuous Headers".
- Catalog Resource**: This section contains a search form with fields for "Resource Name", "Alternate Name", "Item Name", "Item Code", and "Keyword", and a "Filter" button. Below the search form is a table with the following data:

Category	Resource	[Resource]-Alternate Name
AlaskaEtc	[Category NOT LISTED]	[RPT-Destination Helicopter N1111F] - RPT-Destination Helic

# Rerunning Reports

To run a report with new prompt values, click on the “Run” button in the top toolbar.

Click the icon to go back to the prompt page and rerun the report

**IRS-005 Resources Currently On Assignment**  
**Incident Perspective**

Selected Prompt Values  
 Inc GACC: GACC LM9A (LM-GC9A)  
 Inc Dispatch: Dispatch LM9A1 (LM-9A1)  
 Incident:  
 Incident Type:

Filled Catalog:  
 Filled Category:  
 Filled Catalog Item:  
 Exclude Frequencies: No  
 Exclude Service - Aviation: No

Res Agency Type:  
 Res Agency:  
 Res Provider:

Res Home GACC:  
 Res Home Dispatch:

Inc GACC: GACC LM9A (LM-GC9A)

Inc Dispatch: Dispatch LM9A1 (LM-9A1)

Incident: SOASVT Vopr Fill Incident 1 [L9-A11-300000] (Fire - Wildfire)

Req Number	Filled Catalog Item Name	Assignment Name	Fill Contract Type Code	Fill Contract Number	Vendor Owned Flag	Res Status	Mob ETD
E-17	Engine, Type 3	SOASVT VIPR FILL SUBORDSUPPORT Engine T3 1 (LM-9A1)			No	At Incident	12/06/2017 05
E-17.1	FIREFIGHTER	SOASVT-VIPRFILL-SUBSUP-FFTWO, Sampson (LM-9A1)			No	At Incident	12/06/2017 05

Incident: SOASVT Vopr Transfer Incident 1 [L9-A11-300030] (Fire - Wildfire)

Req Number	Filled Catalog Item Name	Assignment Name	Fill Contract Type Code	Fill Contract Number	Vendor Owned Flag	Res Status
E-2	Vehicle, Sport Utility	SoaSvt-VIPR-SUV - SOASVT VIPR Vendor QC9A1-30 - nsMOB1 (LM-9A1)	I-BPA	SOASVT-VIPR-TRNS2	Yes	Mob En Route
E-3	Vehicle, Sport Utility	SoaSvt-VIPR-SUV - SOASVT VIPR Vendor QC9A1-30 - ATINC1 (LM-9A1)	I-BPA	SOASVT-VIPR-TRNS2	Yes	At Incident
E-8	Vehicle, Sport Utility	SoaSvt-VIPR-SUV - SOASVT VIPR Vendor QC9A1-30 - RLSA11 (LM-9A1)	I-BPA	SOASVT-VIPR-TRNS3	Yes	Released (At Incident)

## Change Output Format

To get the report results in a different format, e.g., Excel 2007 Data, click on the downward pointer to the right of the “Run” button. Your report will run in the new format without returning to the prompt page.

Click the downward pointer to run in a different format

The screenshot shows the ROSS interface for incident 'IRS-005 Resources Currently On Assignment'. The 'Run' button has a dropdown arrow. A red arrow points to this arrow with the text 'Click the downward pointer to run in a different format'.

**Selected Prompt Values**  
 Inc GACC: GACC LM9  
 Inc Dispatch: Dispatch I  
 Incident Type:  
 Inc GACC: GACC LM  
 Inc Dispatch: Dispat  
 Incident: SOASVT V

**Run Options:**  
 Run HTML  
 Run PDF  
 Run Excel  
 Run Excel data  
 Run CSV  
 Run XML

**Incident: SOASVT V**

Req Number	Fill	Assignment Name	Fill Contract Type Code	Fill Contract Number	Vendor Owned Flag	Res Status	Mob ETD D
E-17	En	PR FILL SUBORDSUPPORT Engine T3 1 (LM-9A1)			No	At Incident	12/06/2017 09:(
E-17.1	FIREFIGHTER	SOASVT-VIPRFILL-SUBSUP-FFTWO, Sampson (LM-9A1)			No	At Incident	12/06/2017 09:(

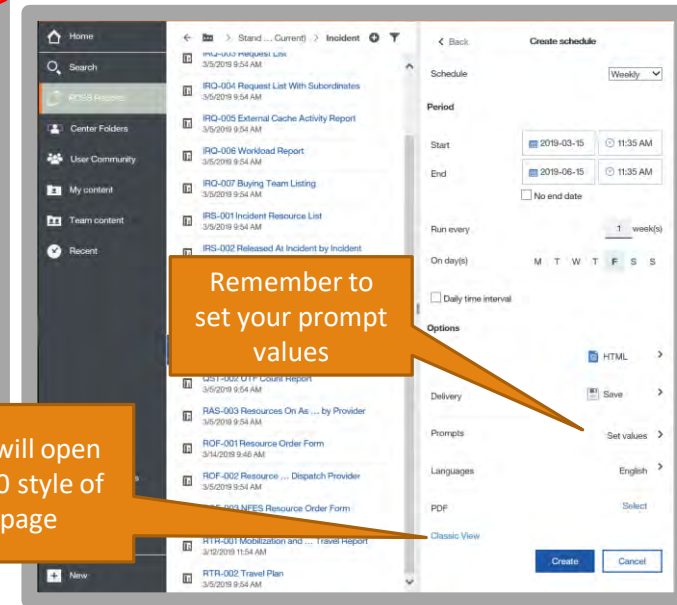
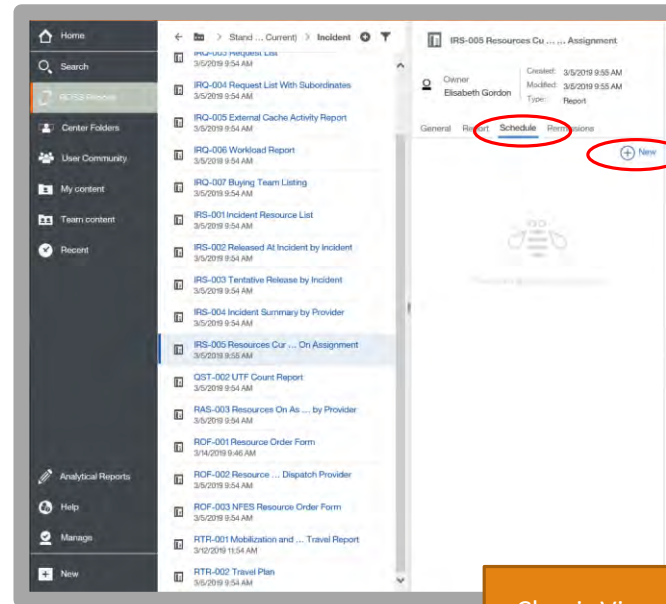
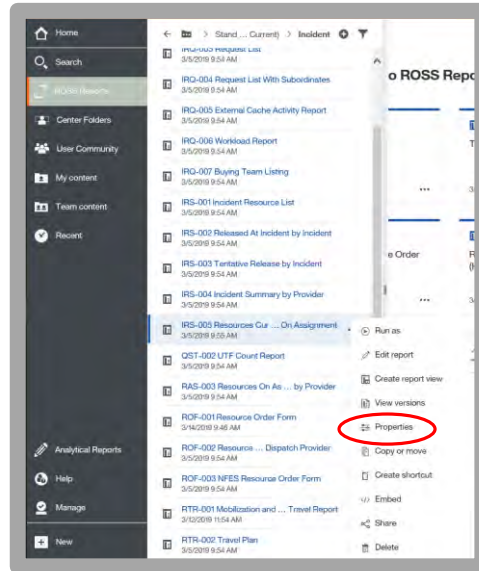
**Incident: SOASVT Vipr Transfer Incident 1 [L9-A11-300030] (Fire - Wildfire)**

Req Number	Filled Catalog Item Name	Assignment Name	Fill Contract Type Code	Fill Contract Number	Vendor Owned Flag	Res Status
E-2	Vehicle, Sport Utility	SoaSvt-VIPR-SUV - SOASVT VIPR Vendor QC9A1-30 - nsMOB1 (LM-9A1)	I-BPA	SOASVT-VIPR-TRNS2	Yes	Mob En Route
E-3	Vehicle, Sport Utility	SoaSvt-VIPR-SUV - SOASVT VIPR Vendor QC9A1-30 - ATINC1 (LM-9A1)	I-BPA	SOASVT-VIPR-TRNS2	Yes	At Incident
E-8	Vehicle, Sport Utility	SoaSvt-VIPR-SUV - SOASVT VIPR Vendor QC9A1-30 - RLSA11 (LM-9A1)	I-BPA	SOASVT-VIPR-TRNS3	Yes	Released (At Incident)

# Scheduled Reports

Report schedules are now part of the 'Properties' of a report or report view.

1. The properties can be accessed by clicking on the three dots (...) that are visible on the 'Recents' section or when you hover over the report name in a menu
2. Click "New" on the Schedules tab to create a schedule for the report
3. Set up the schedule



- Only one schedule can be created per report or report view
- As before, you can only create a schedule on an item that you have permissions to modify

Classic View will open the Cognos 10 style of schedule page

Remember to set your prompt values