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/
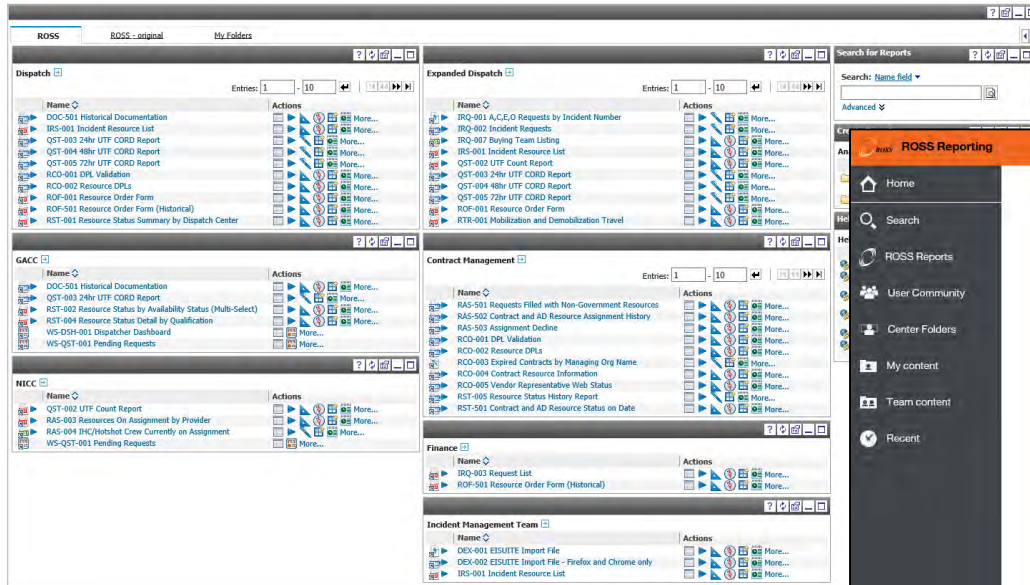
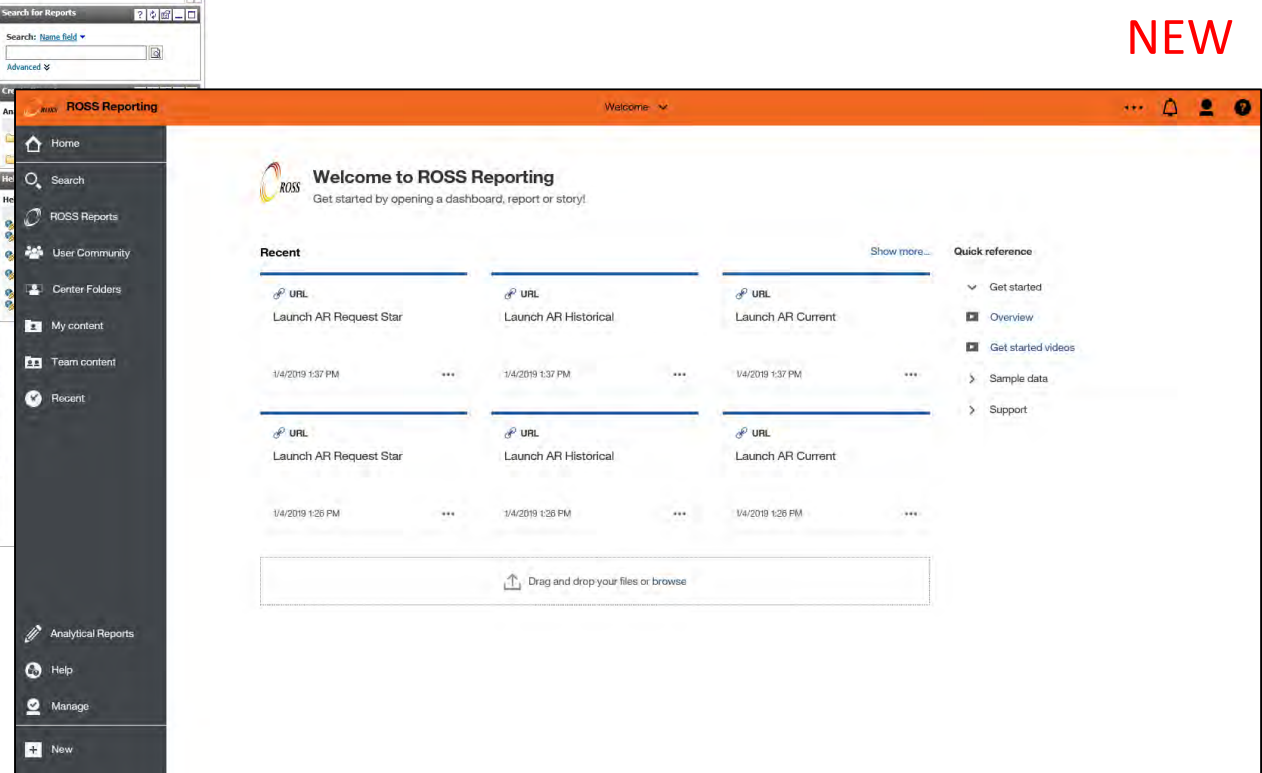GOOGLE CHROME DOES NOT SUPPORT THE FOLLOWING:

- 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

NEW

OLD

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

Descriptions for all the Standard Reports can be found here.
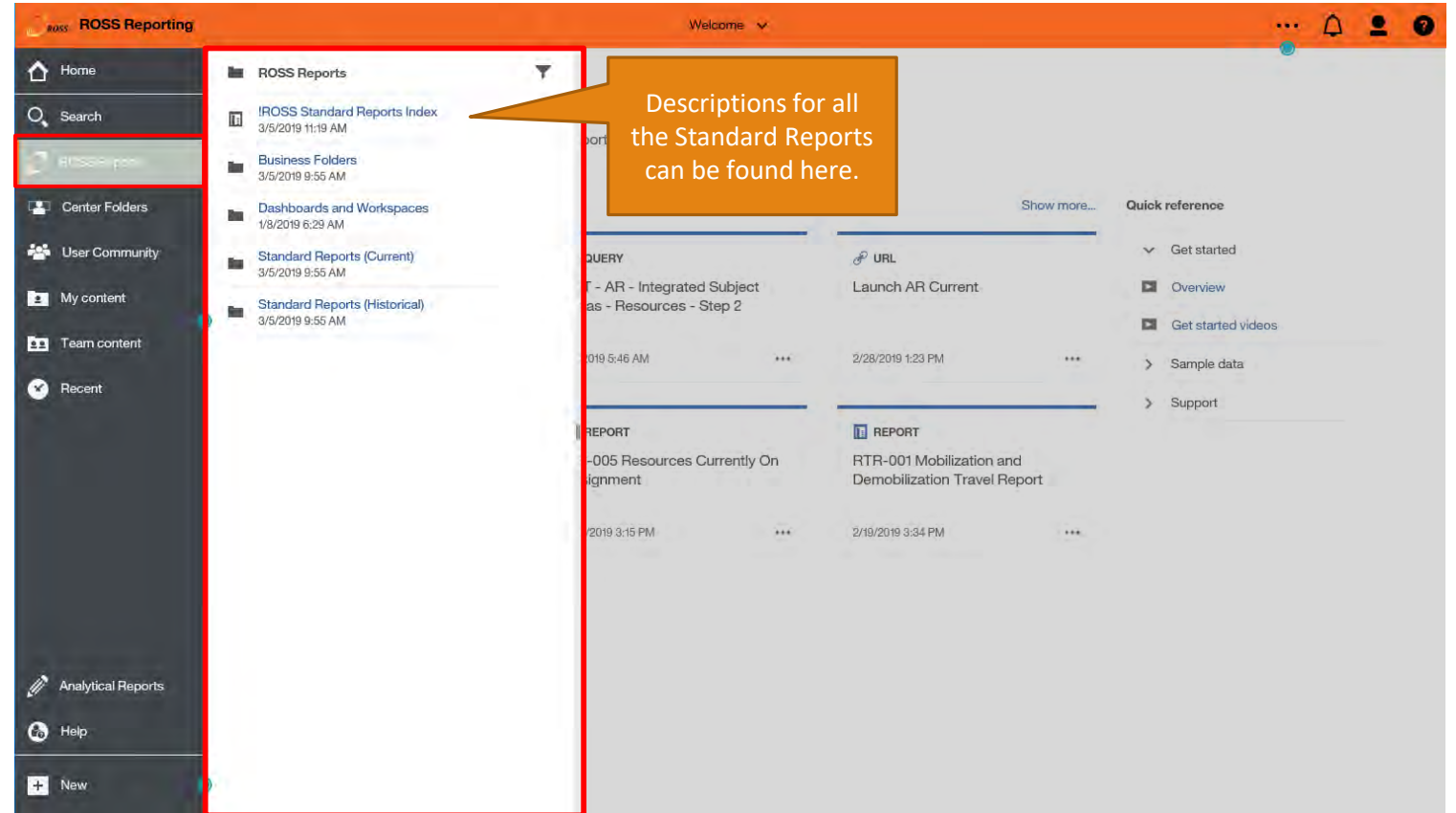
Mapping the "ROSS" Tab

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

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"

The "Help" link in the navigation bar will display help content specific to ROSS Reports
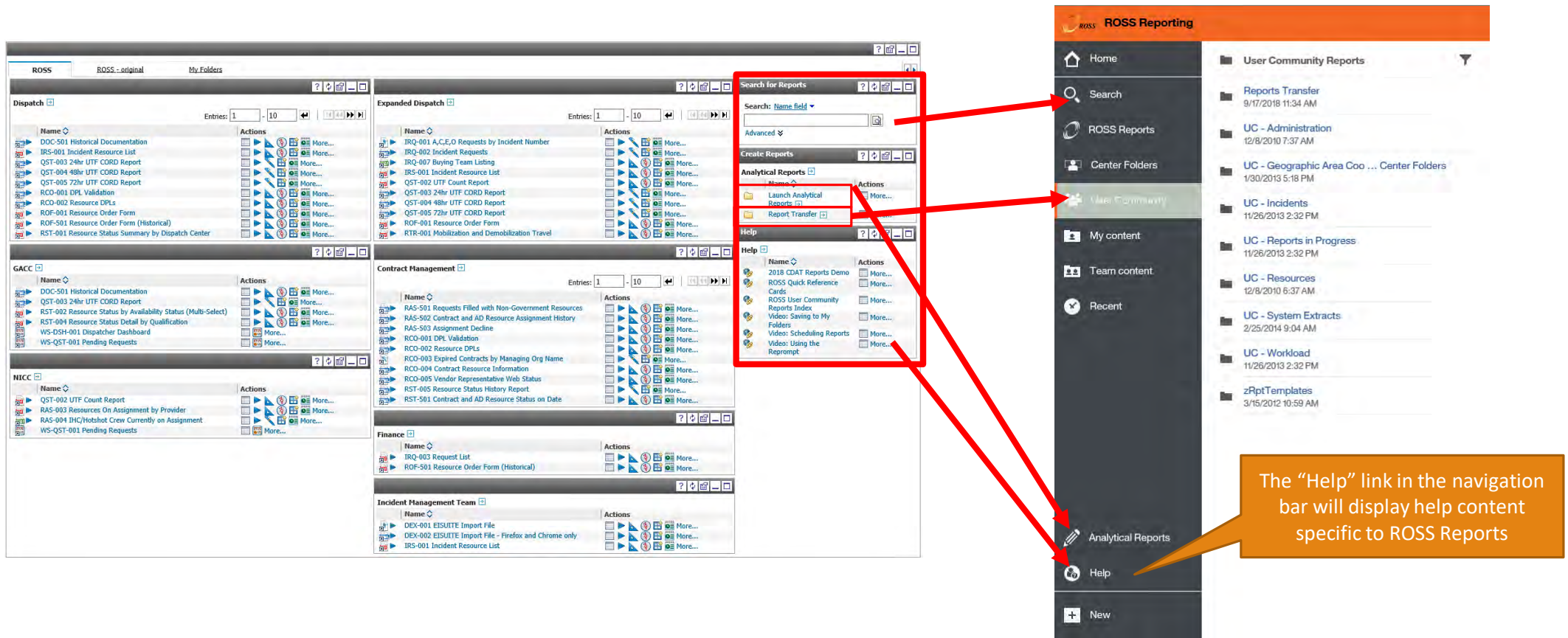
Mapping the "ROSS - original" Tab

"Standard Reports (Current)" and "Standard Reports (Historical)" are under "ROSS Reports"
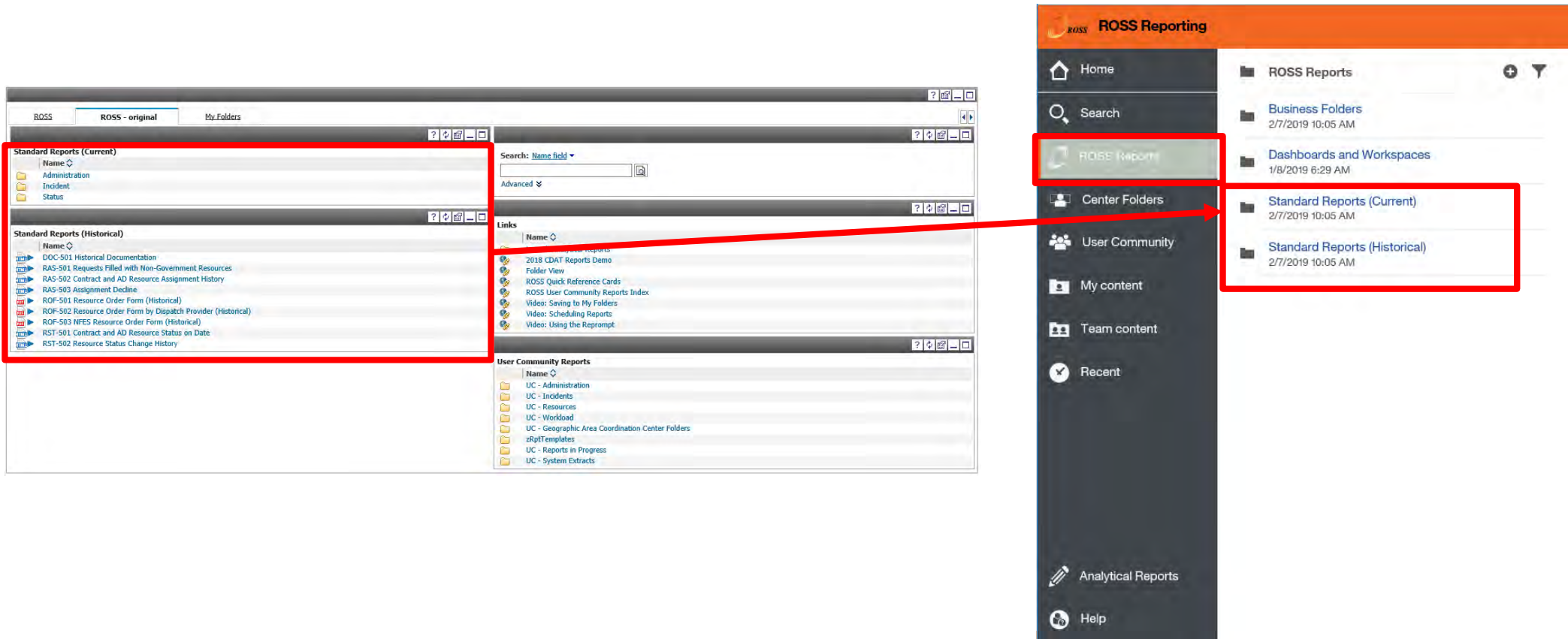
Mapping the "ROSS - original" Tab

"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 "Help" link in the navigation bar will display help content specific to ROSS Reports

Additional Features
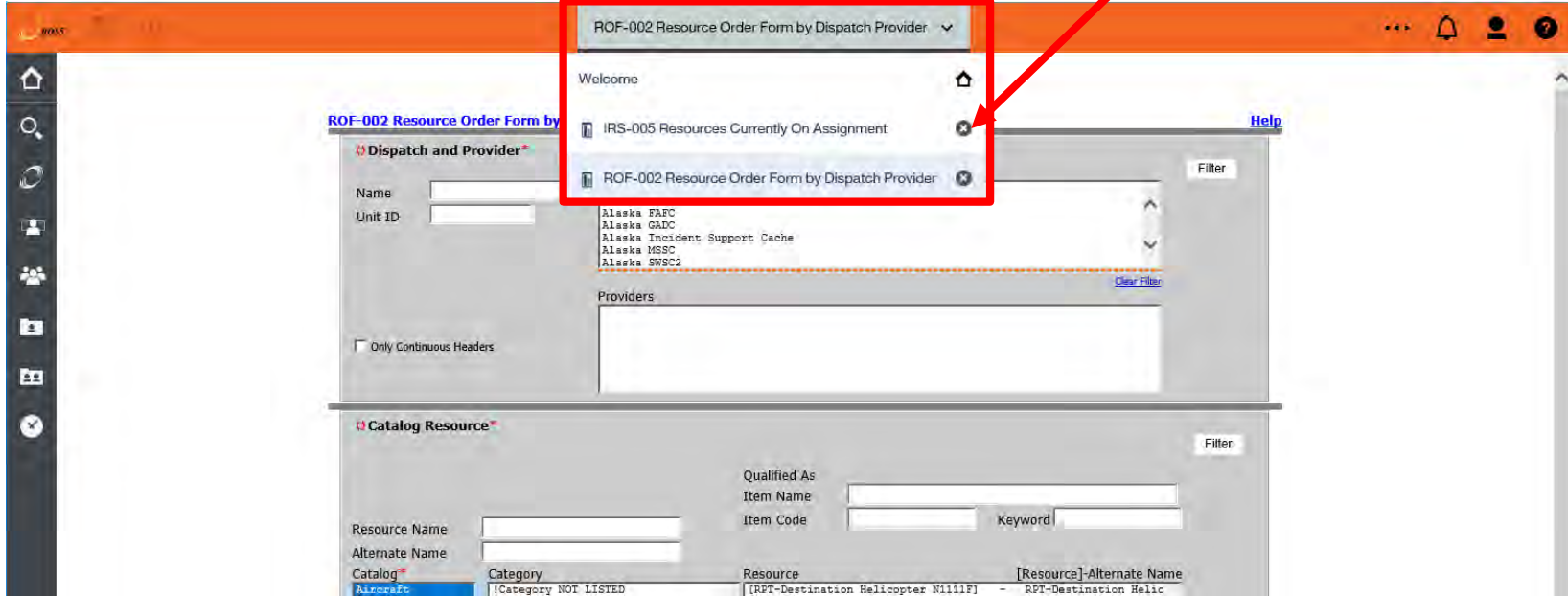
- Home – will take you to this view of the page

- 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
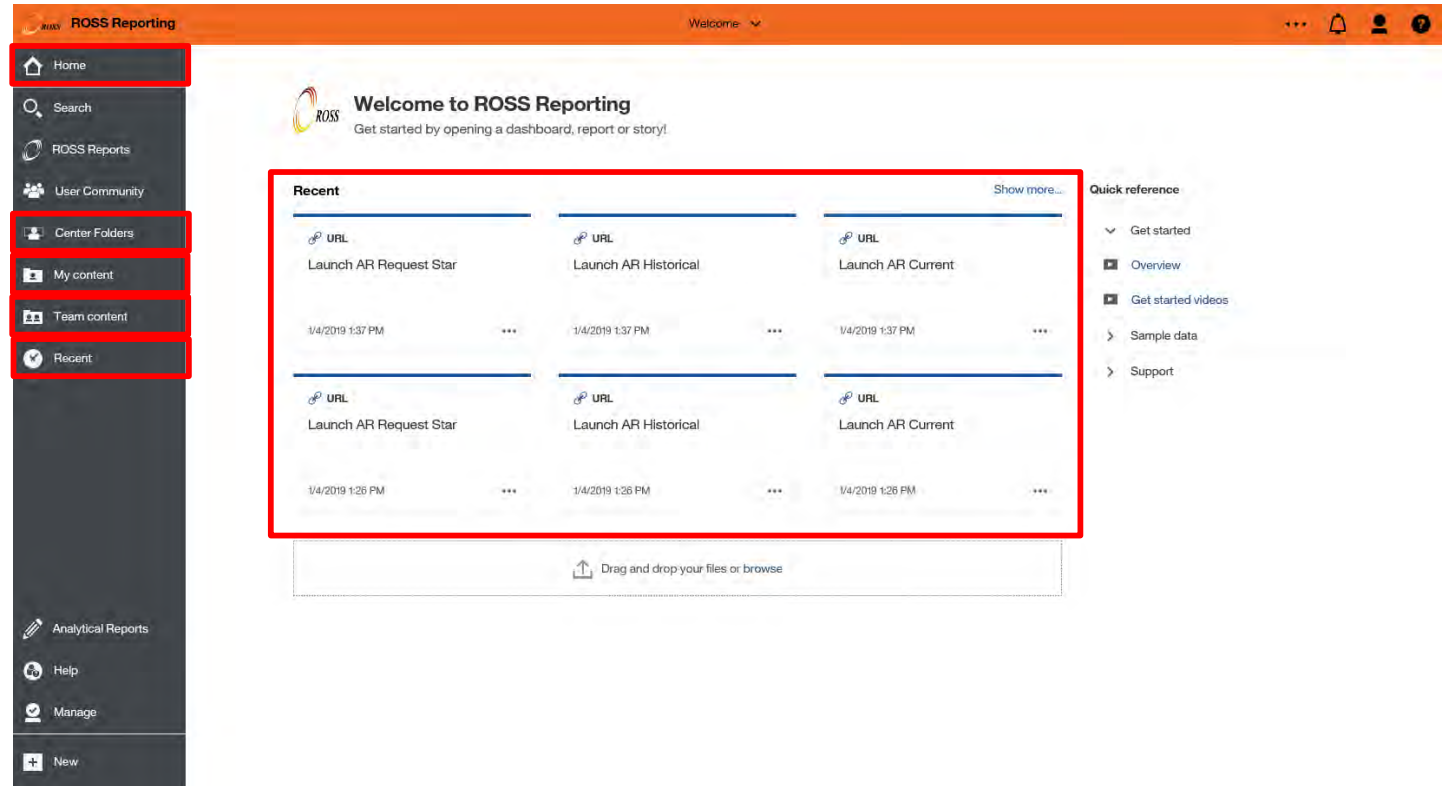
Navigation

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

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

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

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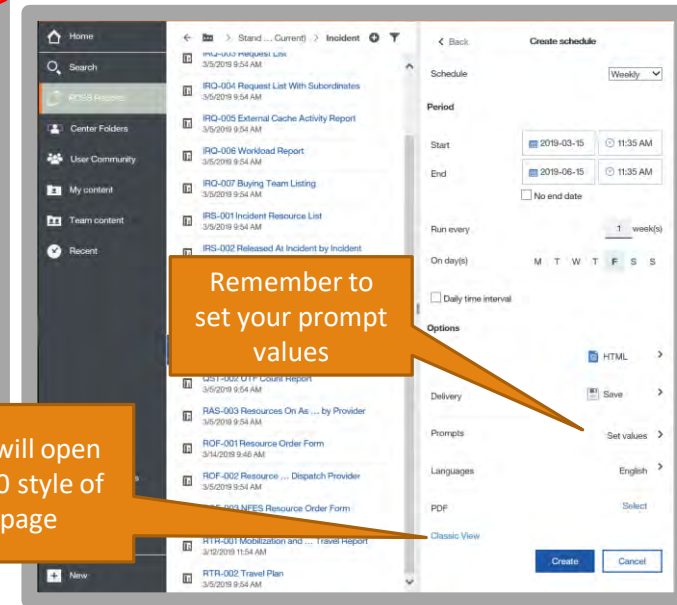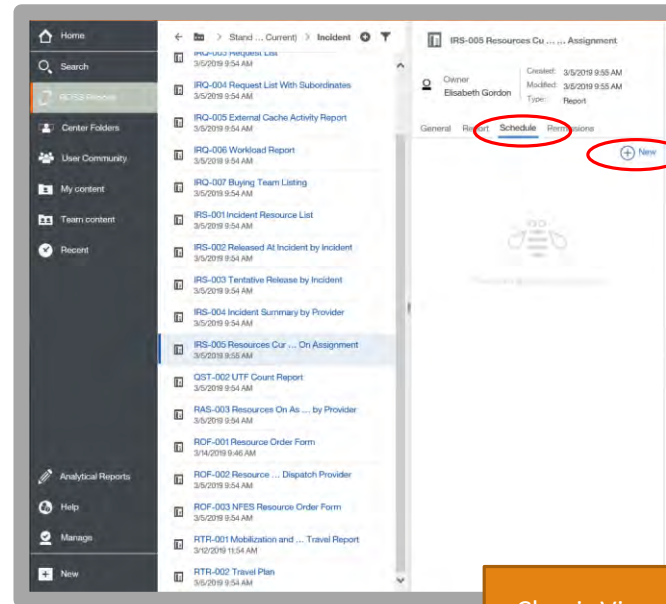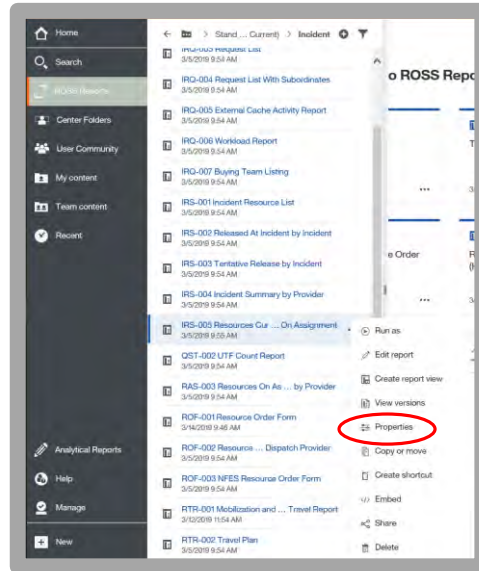
▪Only one schedule can be created per report or report view
▪As before, you can only create a schedule on an item that you have permissions to modify

Remember to set your prompt values

Classic View will open the Cognos 10 style of schedule page