

## RUNNING ROSS STATUS REPORTS

1. Log into ROSS
2. Click on **Administration** -> **Reports**.
3. The Congos Connection window will open. Click on **Status**.
4. Click on **Resource Status by Availability Status (Multi-Select)**.
5. The screen that appears has 3 tabs: **Dispatch, Catalog, Resource**

### DISPATCH TAB

1. Click in the **red ()** to the left of **Dispatch** to open the window.
2. In the **Multiples of Unit ID Prefix** box multi-select (highlight) **CO, SD** and **WY** by holding down the control key (**Ctrl**) while clicking on each of the states. Click on **Filter** (upper right of screen). This will bring up all the dispatch centers in those states.
3. In the **Dispatch** box multi-select (**Ctrl** key when highlighting) the RMA dispatch centers. **Casper Cody, Craig, Durango, Ft. Collins, Grand Junction, Great Plains, Montrose, Pueblo, Rawlins Interagency Dispatch Centers** and the **Rocky Mountain Area Coordination Center**.

### CATALOG TAB

1. Click in the **red ()** to the left of **Catalog** to open.
2. In the **Catalog** box, make a selection (highlight) **Aircraft, Crew, Equipment, Overhead or Supplies**. One resource type must be selected.
3. At this point you can filter out (or in) as much as you need. For example, in some cases the **Category** part can be skipped. If the **Item Code** is known (such as **ATGS**), type it in the box, **Filter**. Filtering can be done using **Item Name** or **Keyword**. When using these two options utilize the **\*** for uncertain item names. Click the **Filter** button. This will populate the **Catalog Item** box.
4. In the **Catalog Item** box **select (highlight) the item you want to run a report on**.
5. **OR** in the **Category** box select (highlight) a category and click the **Filter** button. This will populate the **Catalog Item** box. You may multi-select categories by holding down the **Ctrl** key while you select the categories you want to run a report on.
6. In the **Catalog Item** box it is very important that you select (highlight) the item(s) you want a report on. If you do not select an item you may accidentally run a report on all the items listed in the catalog item box.

### RESOURCE TAB

1. Click in the **red ()** to the left of **Resource**. The **Resource** screen will open.
2. Make your selections - What you need the report to reflect.

- ❖ **Qualifications:** Select **\*\*All\*\***, Visible or Hidden qualifications.
- ❖ **Resource Status:** **\*\*All\*\***, Available, Committed, or Unavailable.
- ❖ **Resource Availability Area:** **\*\*All\*\***, National, GACC or Local.

3. The final step is to click **View Report** box, located at the bottom of the page.
4. The report will open. To return to the **Report Criteria Selection** page click the **Blue Run button (▶)** located in the tool bar at the top right of the page.
5. If you time out after a period of inactivity, select ROSS LDAPSSL and put in your Ross User Name and Password. It should take you back to your report screen as you had it set up.

### **SAVING YOUR REPORT DEFAULTS**

1. After clicking **View Report** and allowing the report to run, click **Keep this Version** in the top right hand menu. In the dropdown, click **Save as Report View**.
2. In the popup window, you can rename your report however you like. Then choose "**My Folders**" as the location (this will be a small blue link at the bottom, or it will appear in black under "Location" if it is already selected). Click **OK** and the popup window will close.
3. In ROSS Production, go back to **Administration > Reports**.
4. From your home screen, select the **My Folders** tab at the top left. Maximize the window by clicking the  at the top right corner.
5. Find the report you just saved and follow the line across to the right. Click the **Set Properties** icon (it should be the first one and it looks like a window with horizontal lines—if you hover over the icons, the names will display on your screen).
6. In the Set Properties screen, select the **Report View** tab at the top left.
7. Select the dropdown that says "View Most Recent Report" and choose "Run Report."
8. On the same page, near the bottom under "Prompt Values," click the small blue **Set...** link.
9. Go through the sections to set your report defaults as you would like them to appear each time you run the report (follow instructions from previous section for each tab). Be the box labeled "Prompt for Values" is checked.
10. Click **View Report** to save your defaults.
11. When you want to run your new report, go to your **My Folders** tab and click either the blue link for the report name or the **Blue Run button (▶)**. Your default report will come up, and you can change any of the filters to fit your needs.
12. **TIP:** This technique can be used for ANY ROSS report that you run repeatedly by setting and saving the Prompt Values defaults.