



Download ROSS e-ISuite Import File

Step 1: Open Internet Explorer and go to the e-ISuite Home Page at click on ROSS Import Link



APPLICATIONS / eISuite

eISuite

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Step 2: Enter ROSS Login Credentials



Log on [Help](#)

Please type your credentials for authentication.

Namespace:
ROSSLDAPSSL

User ID:

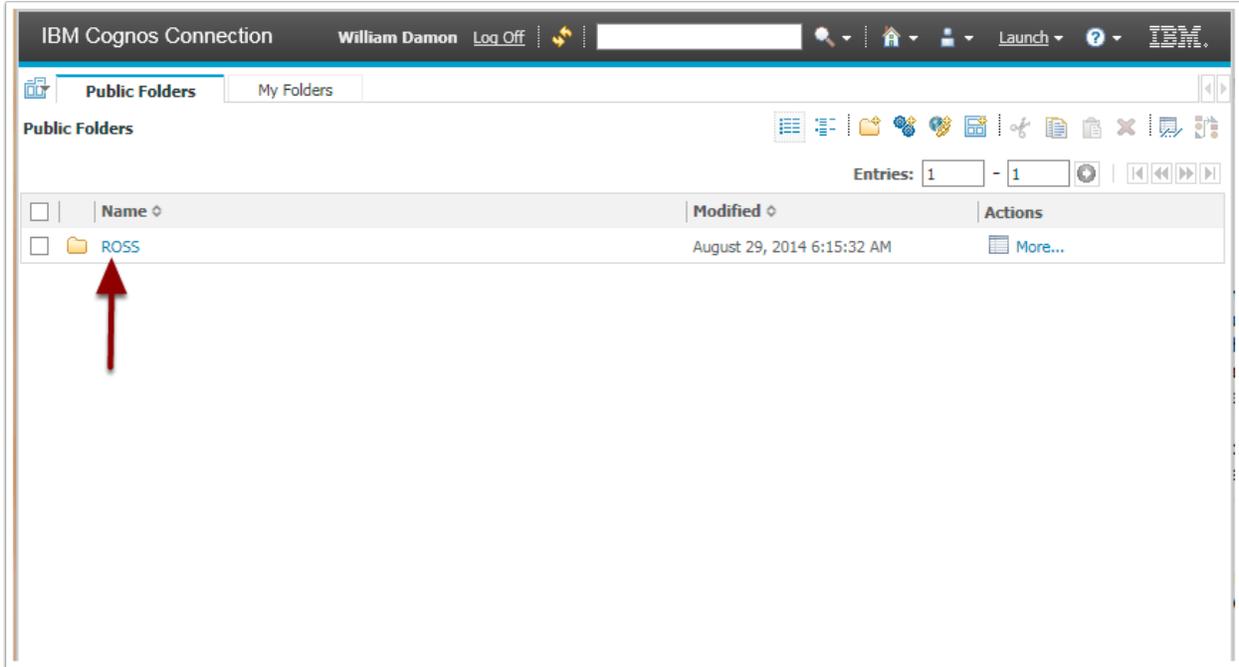
Password:

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Step 3: Click on ROSS Folder Link





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Step 4: Click on ROSS System Extracts Link

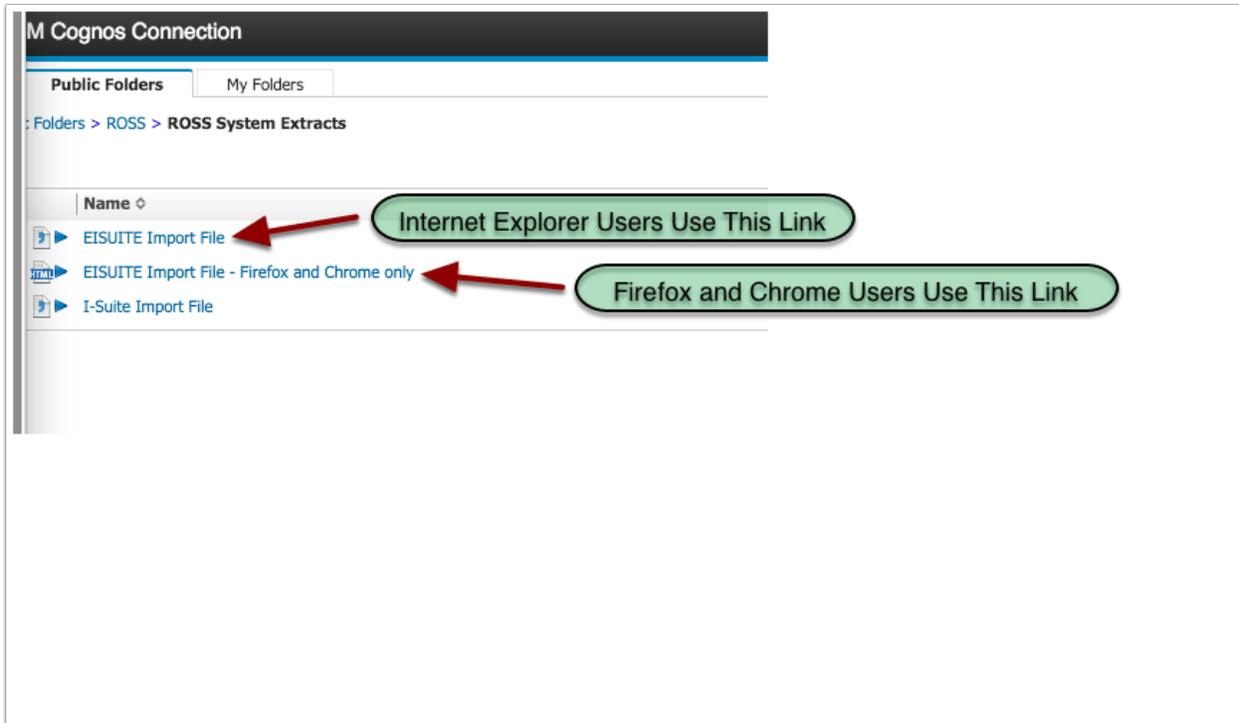
The screenshot shows the IBM Cognos Connection interface. At the top, it displays 'IBM Cognos Connection' and the user 'William Damon'. Below this, there are tabs for 'Public Folders' and 'My Folders'. The current view is 'Public Folders > ROSS'. A toolbar with various icons is visible. Below the toolbar, there is a table listing folders. A red arrow points to the 'ROSS System Extracts' folder.

<input type="checkbox"/>	Name	Modified	Actions
<input type="checkbox"/>	IQS Go Live Reports	June 9, 2011 2:41:49 PM	More...
<input type="checkbox"/>	Links	August 29, 2014 6:15:31 AM	More...
<input type="checkbox"/>	Packages	August 29, 2014 6:25:03 AM	More...
<input type="checkbox"/>	Portal Pages	August 29, 2014 6:15:31 AM	More...
<input type="checkbox"/>	ROSS System Extracts	March 19, 2014 6:46:32 PM	More...
<input type="checkbox"/>	User Community Reports	August 29, 2014 6:15:32 AM	More...
<input type="checkbox"/>	User Community Reports Historical Base Folders	October 2, 2014 10:57:02 AM	More...



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Step 5: Click on the appropriate EISUITE Import File Link depending on which browser you are using





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Step 6: Enter Search Criteria for your Incident

You may search by Incident Name or Incident Number. An Asterisk (*) can be used as a wild card in your search.

ROSS Resource Ordering and Status System Reports

EISUITE Import File [Help](#)

Incident*

Status
 Open
 Closed

Incident Name ENF KING* Incident Type **All** Filter

Incident Number Incident Host Incident Dispatch

Incident [Number] Name*

[CA-ENF-023461] ENF KING

*Required Fields

Cancel Download File Clear Filters

Step 7: Click once on your Incident to Select it and then Click on Download File

ROSS Resource Ordering and Status System Reports

EISUITE Import File [Help](#)

Incident*

Status
 Open
 Closed

Incident Name ENF KING* Incident Type **All** Filter

Incident Number Incident Host Incident Dispatch

Incident [Number] Name*

[CA-ENF-023461] ENF KING

*Required Fields

Cancel Download File Clear Filters

1

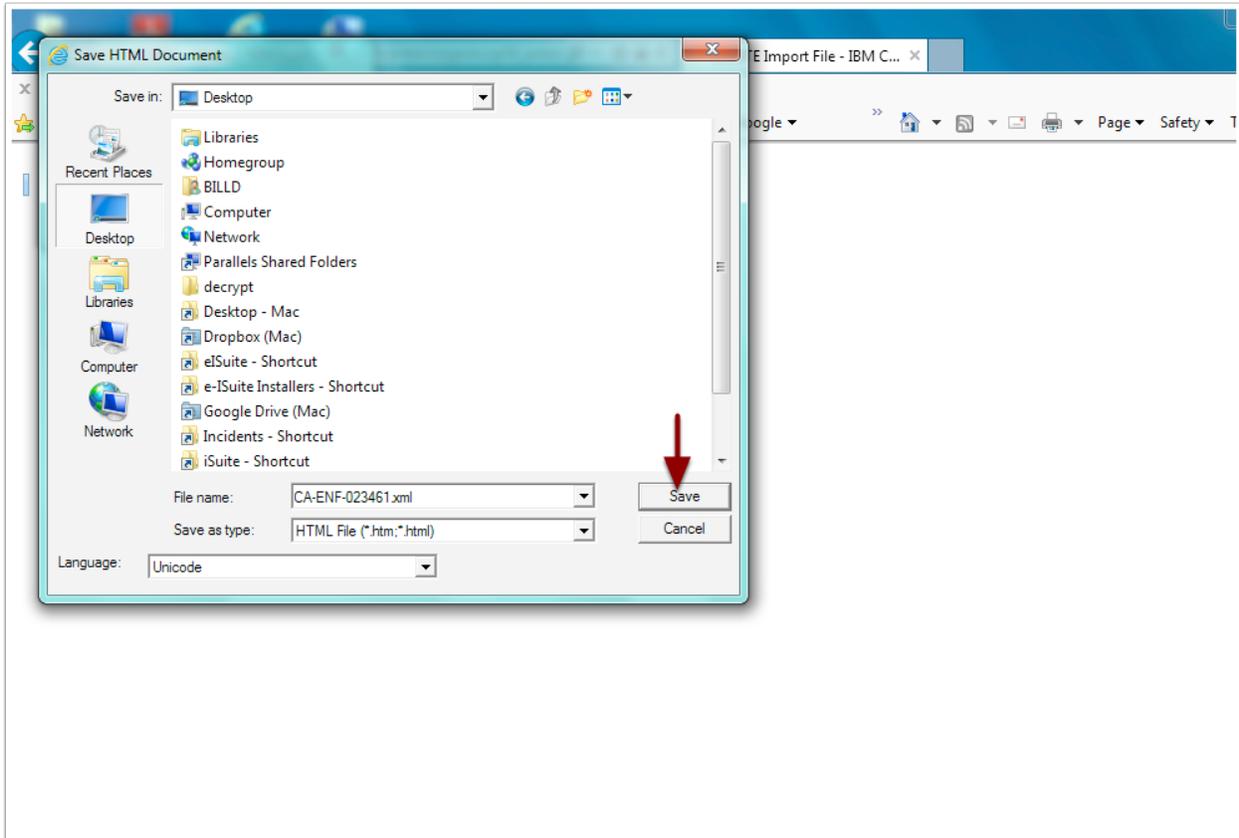
2



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Step 8: Navigate to the location where you want to save the file and click Save

You may, if you wish, rename the file before saving it.





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Step 9: Your file has been saved and you are returned to the ROSS System Extracts Folder

IBM Cognos Connection

Public Folders My Folders

Public Folders > ROSS > ROSS System Extracts

<input type="checkbox"/>	Name
<input type="checkbox"/>	EISUITE Import File
<input type="checkbox"/>	EISUITE Import File - Firefox and Chrome only
<input type="checkbox"/>	I-Suite Import File