

To add apps.fs.fed.us to your trusted sites for non-FS (rental) computers - perform this one time only!

If you are using a rental computer to access ROSS via the FS Citrix Farm, you must add <https://apps.fs.fed.us> to your trusted sites and install the Citrix Client! You may need Administrative Rights to perform this task.

- 1 Start your Internet browser.
- 2 Click the **Tools** drop-down arrow, and then click **Internet Options**.
- 3 On the **Internet Options** dialog box, click the **Security** tab, click **Trusted sites**, and then click
- 4 On the **Trusted sites** dialog box, type https://*.fs.fed.us into the text box, click and then click

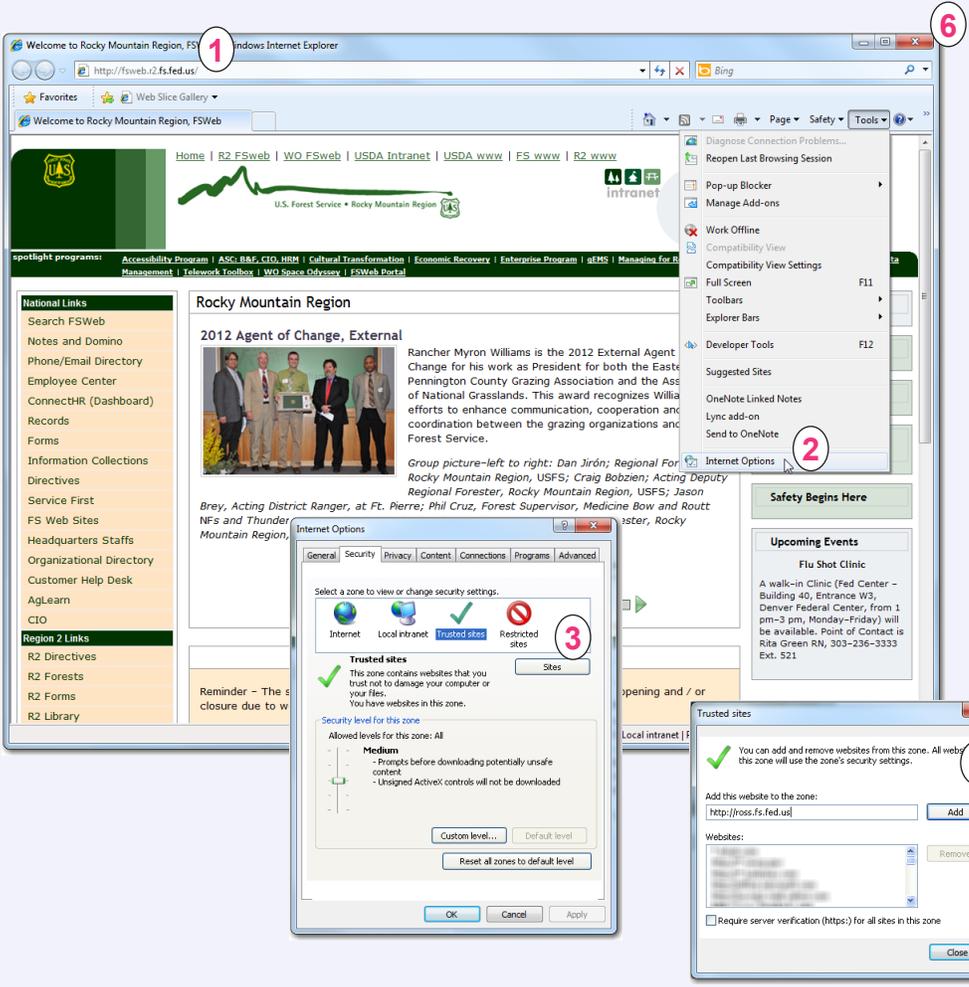
Repeat Step #4 to add http://*.nwcg.gov to your trusted sites.

- 5 On the **Internet Options** dialog box, click the **Privacy** tab, and then verify that **Medium** is the selected setting for the **Internet zone**, and then click

Click to verify that all **First-party** and **Third-party session cookies** are allowed.

- 6 When finished, close your Internet browser

Proceed to next page to install the Citrix Client



Your default browser must be set to 32-bit Internet Explorer 8! For more information contact your system administrator:



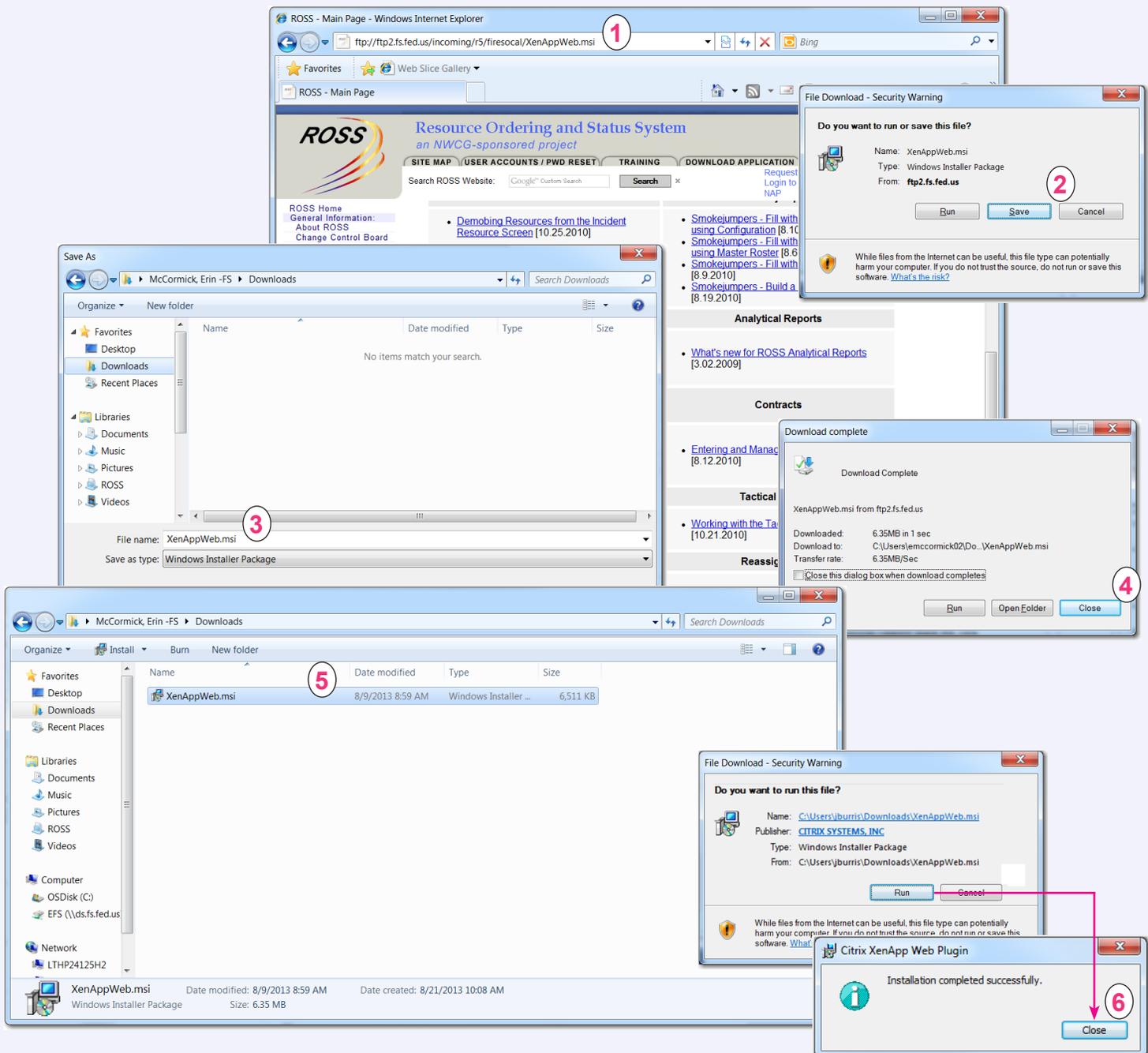
Helpdesk: 866-224-7677
email: helpdesk@dms.nwcg.gov

To install the Citrix Client on to your computer

- 1 Start **Internet Explorer 8** and then type <ftp://ftp2.fs.fed.us/incoming/r5/firesocal/XenAppWeb.msi> in the **Address** bar.
- 2 On the **File Download - Security Warning** dialog box, click **Save**
- 3 Navigate to your **Downloads** directory, and then click **Save** to save the file **XenAppWeb.msi**
- 4 On the **Download** complete dialog box, click **Close**

- 5 Navigate to your **Downloads** directory, and then double-click **XenAppWeb.msi**.
- 6 On the **Open File - Security Warning** dialog box, click **Run** and then click **Close** to close the **Citrix XenApp Web Plugin** dialog box.

Be sure to verify that the installation completed successfully!



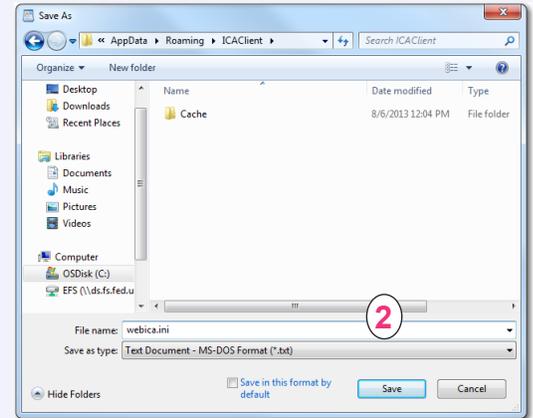
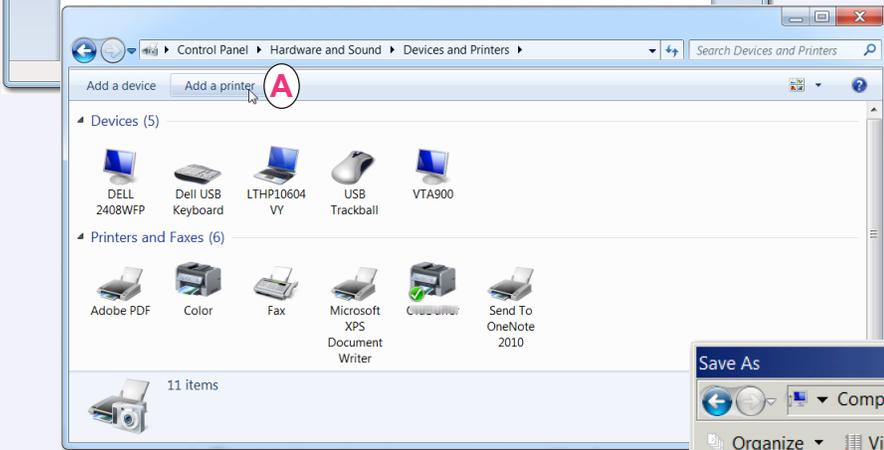
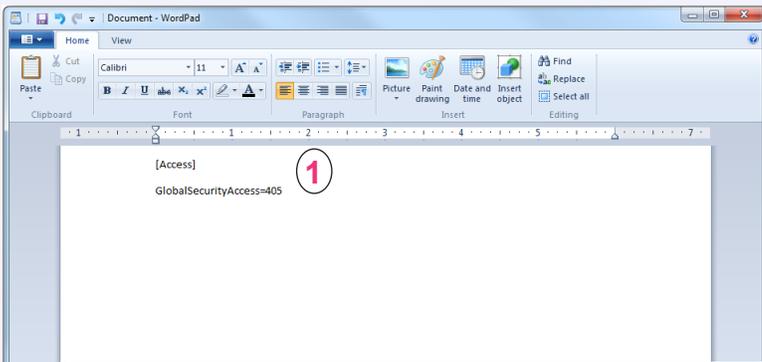
To setup drive access for your computer - perform this one time only!

Perform this task before attempting to save ROSS reports to your computer for the first time!

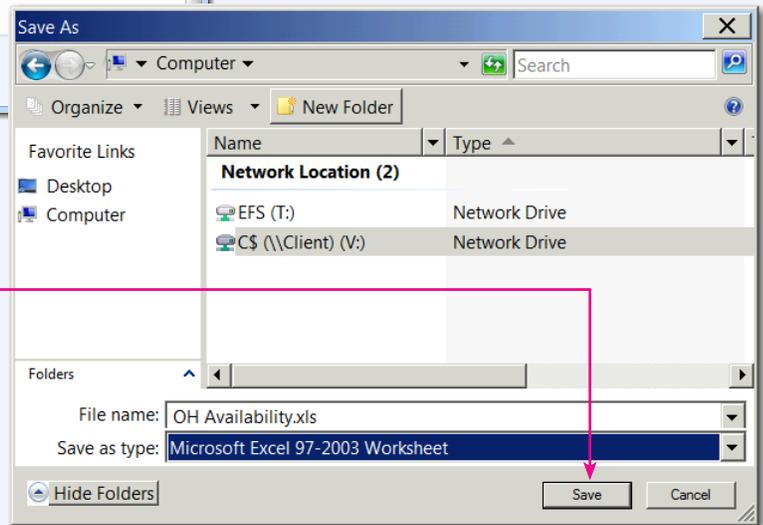
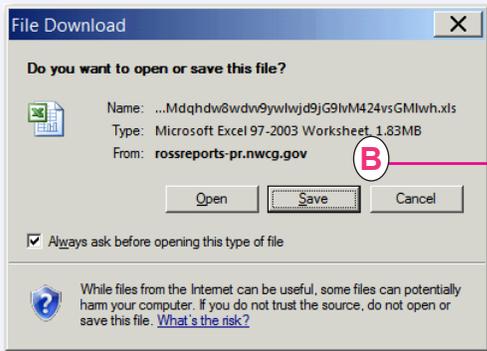
- In WordPad or NotePad, type the following text
 [Access]
 GlobalSecurityAccess=405
- Save as ASCII text in the following folder
 - for Windows 7, save in C:\Users\\AppData\Roaming\ICAClient\webica.ini
 - for Windows XP, save C:\Documents and Settings\\Application Data\ICAClient\webica.ini

To print ROSS reports from Citrix

- Set up your network and local printers as usual.
- To print a Standard or User Community report, perform the following
 - export the report from Cognos to Excel
 - navigate to EFS(\\ds.fs.fed.us) (T:)\DataCenter\Citrix\ - download the .csv file to a Folder of your choice.
 - start Excel
 - open the .csv. file that was saved in the C\$(\\Client) (V:) directory
 - print the file.



You cannot save/print directly to your Desktop! You must first navigate to EFS(\\ds.fs.fed.us) (T:)\DataCenter\Citrix



To log on to ROSS using Citrix

- 1 Start your Internet browser, and then type <https://apps.fs.fed.us/Citrix> in the **Address** bar.
- 2 On the **Windows Logon** dialog box, complete the following information, and then click 
 - Active Directory User name
 - Active Directory Password.
- 3 On the **Citrix XenApp - Applications** tab, navigate to **National Applications>ROSS**, and then double-click .
- 4 On the **ROSSHome** screen, click **Yes** .

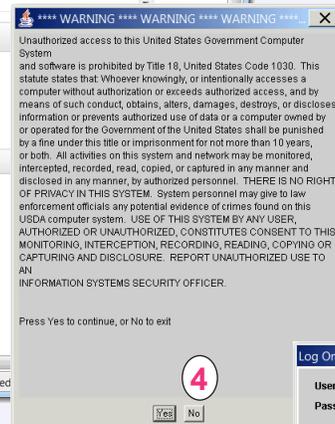
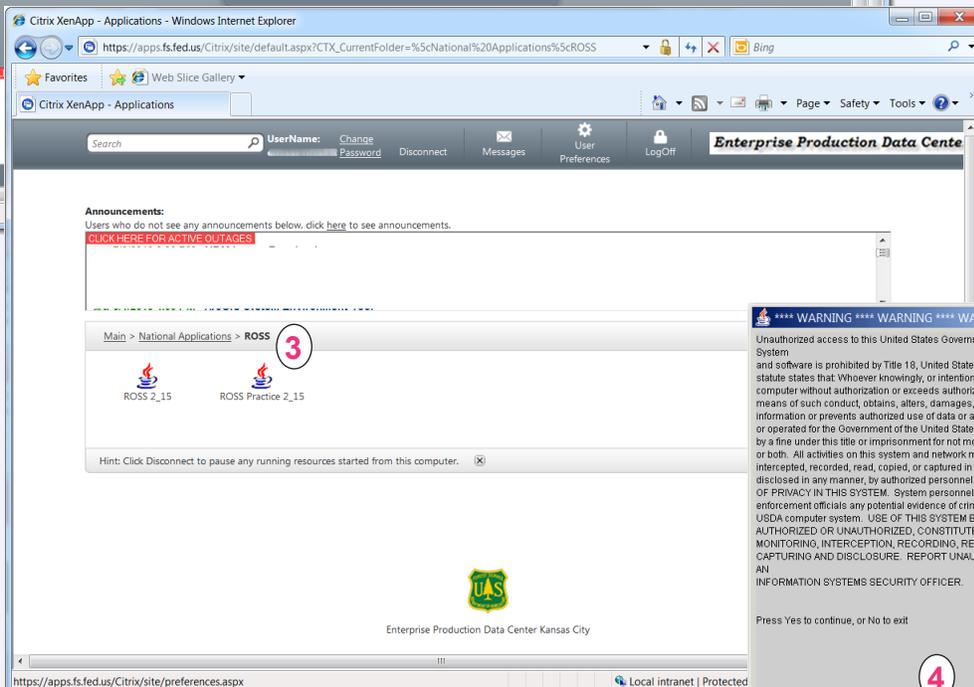
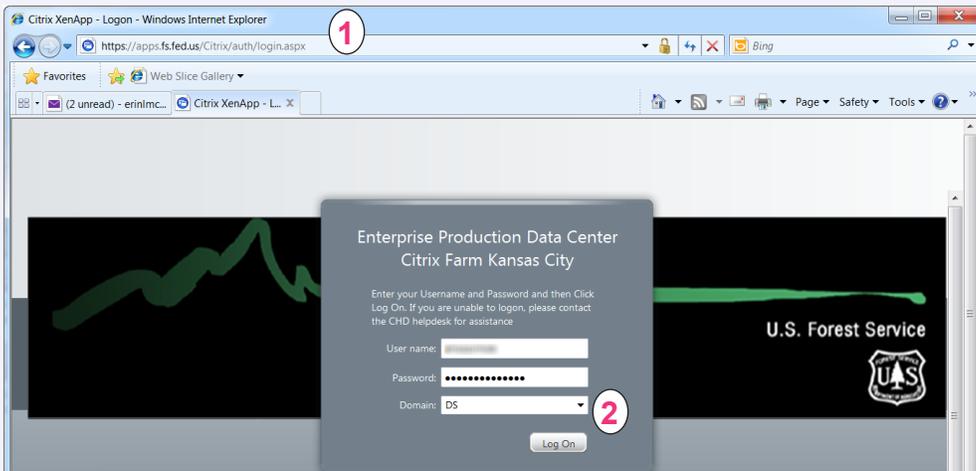
- 5 Log in as usual, using your **NAP User Account** and **NAP Password**.

To exit Cognos, ROSS, and the Citrix Farm

Skip step A if you are not running ROSS Reports!

- A On the **Cognos Connection** toolbar, click  and then click **Log Off**.
- B Exit ROSS.
- C On the **Citrix XenApp - Applications** screen, click  and then select **Disconnect**.
- D Close your Internet browser.

When you log off ROSS, don't forget to disconnect from the Citrix Farm!



To export a report in Cognos to Excel

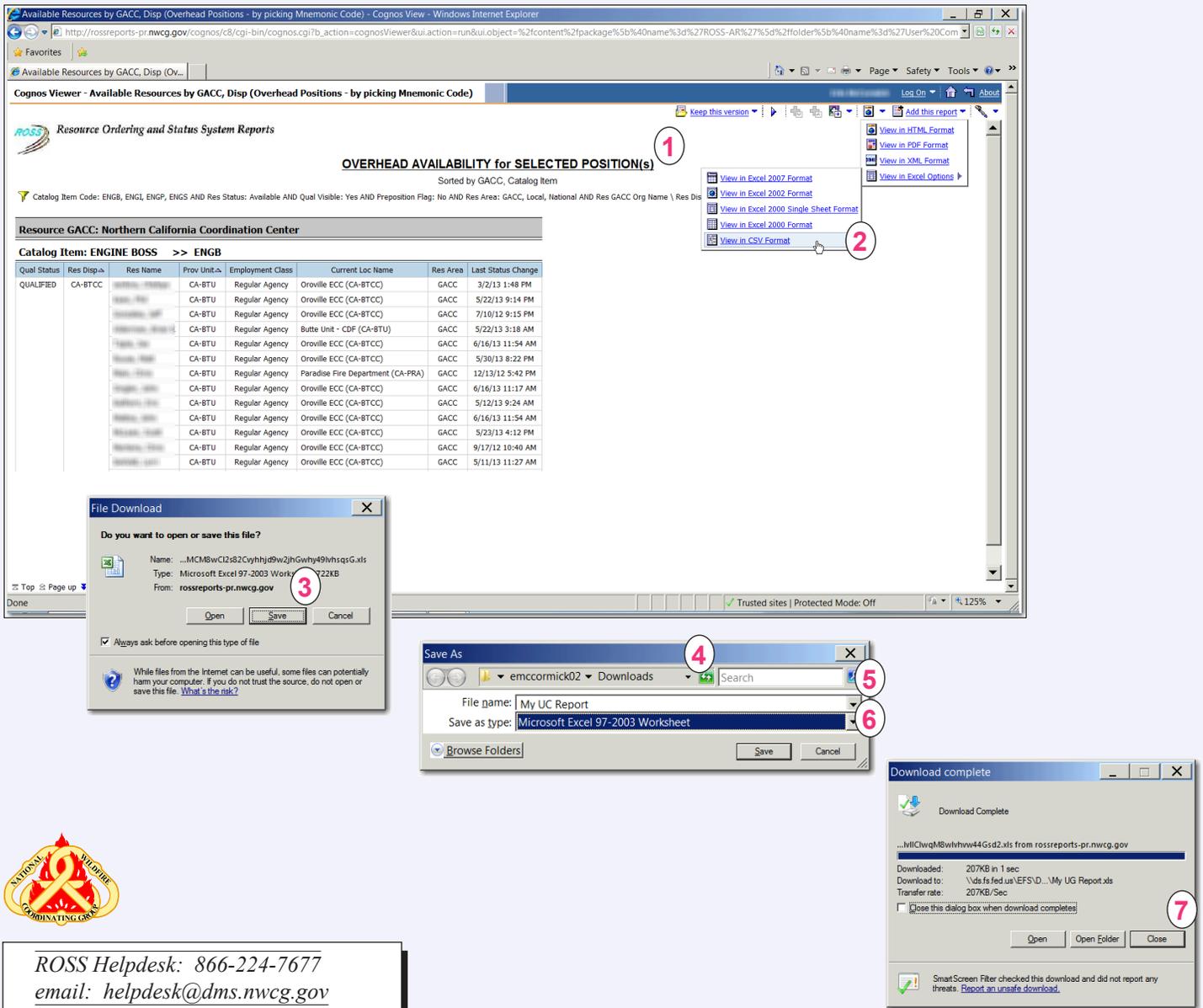
This task outlines how to generate a sample report for Overhead Availability.

- 1 Run the **User Community** report of your choice.
- 2 On the Cognos toolbar, click  and then navigate to **View in Excel Options >> View in CSV Format**.
- 3 On the **File download** dialog box, click .
- 4 On the **Save As** dialog box, navigate to **EFS(\\ds.fs.fed.us) (T:) \DataCenter\Citrix\<your Home folder>\<your DS username folder>\ Downloads** and then navigate to the **Folder** of your choice.
- 5 In the **File name** text box, type the **Name of the report**.

- 6 In the **Save as type** text box, verify that the report will be saved as a **Microsoft Excel 97-2003 Worksheet**, and then click .
- 7 On the **Download complete** dialog box, click .

You may now manipulate the column widths and other formatting in MS Excel as appropriate for your needs.

*Remember, you cannot save directly to your Desktop! You must first navigate to **EFS(\\ds.fs.fed.us) (T:)!***



The screenshot shows the Cognos Viewer interface with the report 'OVERHEAD AVAILABILITY for SELECTED POSITION(s)'. A context menu is open over the report, with 'View in Excel Options' selected. Below the main window, three dialog boxes are shown: 'File Download' (Step 3), 'Save As' (Steps 4 and 6), and 'Download complete' (Step 7). The 'Save As' dialog shows the file name 'My UC Report' and the type 'Microsoft Excel 97-2003 Worksheet'. The 'Download complete' dialog shows the file '...\\llc\\wq\\M8\\whw44Gs2.xls' downloaded to the local drive.

Qual Status	Res Disp	Res Name	Prov Unit	Employment Class	Current Loc Name	Res Area	Last Status Change
QUALIFIED	CA-BTCC	...	CA-BTU	Regular Agency	Oroville ECC (CA-BTCC)	GACC	3/2/13 1:48 PM
...	CA-BTU	Regular Agency	Oroville ECC (CA-BTCC)	GACC	5/22/13 9:14 PM
...	CA-BTU	Regular Agency	Oroville ECC (CA-BTCC)	GACC	7/10/12 9:15 PM
...	CA-BTU	Regular Agency	Butte Unit - CDF (CA-BTU)	GACC	5/22/13 3:18 AM
...	CA-BTU	Regular Agency	Oroville ECC (CA-BTCC)	GACC	6/16/13 11:54 AM
...	CA-BTU	Regular Agency	Oroville ECC (CA-BTCC)	GACC	5/30/13 8:22 PM
...	CA-BTU	Regular Agency	Paradise Fire Department (CA-PRA)	GACC	12/13/12 5:42 PM
...	CA-BTU	Regular Agency	Oroville ECC (CA-BTCC)	GACC	6/16/13 11:17 AM
...	CA-BTU	Regular Agency	Oroville ECC (CA-BTCC)	GACC	5/12/13 9:24 AM
...	CA-BTU	Regular Agency	Oroville ECC (CA-BTCC)	GACC	6/16/13 11:54 AM
...	CA-BTU	Regular Agency	Oroville ECC (CA-BTCC)	GACC	5/23/13 4:12 PM
...	CA-BTU	Regular Agency	Oroville ECC (CA-BTCC)	GACC	9/17/12 10:40 AM
...	CA-BTU	Regular Agency	Oroville ECC (CA-BTCC)	GACC	5/11/13 11:27 AM



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To disable protected mode in Internet Explorer

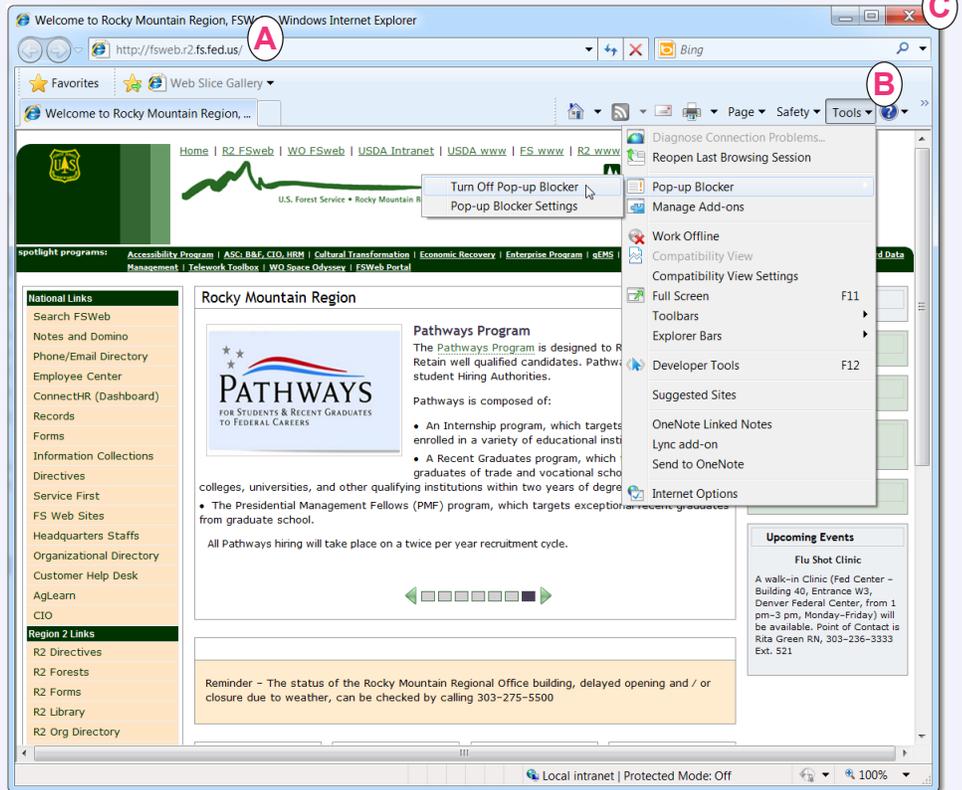
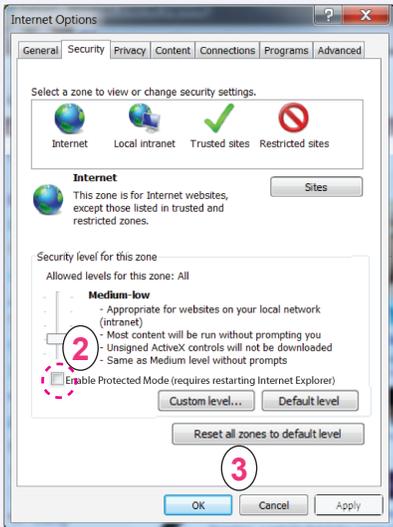
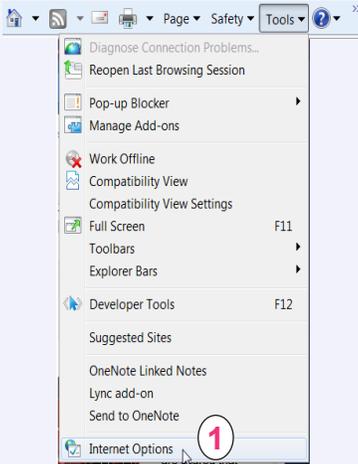
If Citrix does not appear to run and you completed the installation instructions and added *ross.fs.fed.us* to your trusted sites as outlined on Page 1 of this Quick Reference Card, try disabling protected mode in Internet Explorer.

- 1 Start **Internet Explorer**, click the **Tools** drop-down arrow, and then click **Internet Options**.
- 2 On the **Internet Options** dialog box, click the **Security** tab, and then click to clear the **Enable Protected Mode** check box.

3 Click and then click

To turn off the Internet Explorer pop-up blocker

- A Start Internet Explorer.
- B Click the **Tools** drop-down arrow, click **Pop-up Blocker**, and then click **Turn Off Pop-up Blocker**.
- C Close **Internet Explorer**.



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